

DISCIPLINARY POLICY OVERVIEW

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

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

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

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

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

Parents will be frequently notified by telephone or by letter of disciplinary proceedings; and copies of all letters sent home, will become part of the student's disciplinary file. Administrators and other school staff reserve the right to contact parents of students 18 years old or older.

STUDENTS

ATTENDANCE

STUDENT ATTENDANCE POLICY

Attendance is mandated by Rhode Island General Laws 16-19-1. Regular attendance is absolutely necessary for academic success, as it develops a sense of responsibility, which is indispensable for survival in the workplace.

Policy Adopted: March 20, 1972
Policy Amended: July 16, 2007
Resolution No.: 07-7-21

CRANSTON PUBLIC SCHOOLS
CRANSTON, RI

STUDENTS

5113(a)

MINIMUM ATTENDANCE EXPECTATIONS

Students in grades 9-12 must be in regular attendance for a minimum of 90% of their course work per quarter. Students with excessive (more than five (5) unexcused class absences) will have their term grade reduced by 10 points of their quarterly grade. Students enrolled in minor classes (3 meetings per cycle) will receive a 10 point deduction for more than three (3) unexcused class absences.

The following shall not be considered absences and shall not count against students:

- Absence from class due to in-school or out-of-school suspension
- Absence from class due to attendance at school-sponsored events
- Absence from class due to attendance at scheduled meetings with school personnel
- Absences from class due to religious observance

The following excused absences determined by the regulations of the Truancy Court:

- Illness confirmed by a Doctor's note within 2 days of return to school
- Dental appointments confirmed by a Dentist's note within 2 days of return to school
- Family bereavement confirmed with a newspaper obituary or death notice
- Legal/court obligations confirmed by a note from the courts
- Verifiable college and military appoints, prior permission from the Guidance Department and appointment verification forms are required

All notes must be submitted within two days of the student's return to school.

Students that have absences exempted from counting against the 90% minimum requirement are still required to complete and turn in all make-up work missed due to their absence.

ABSENCE, TARDINESS AND DISMISSALS

1. Parents should call the school at 270-8049 for Cranston West or 270-8126 for Cranston East to report a student's absence.
2. Students who are absent or suspended will not be allowed to report to school or to attend any school activity during the period of absence or suspension.

ABSENCE, TARDINESS AND DISMISSALS (CONTINUED)

3. If a student is absent (unexcused) from a class or classes in excess of five (5) times per quarter, the teacher will lower the student's quarterly grade by ten points.
4. Absences or dismissals by the school nurse are considered excused.
5. Family vacations during school time will not be excused by the School Committee Policy unless previously approved by the school department.
6. Parents wishing to appeal an attendance-related grade reduction should submit a written appeal to the Administration in the following order: Assistant Principal, Principal, Superintendent, and School Committee.
7. Excessive tardiness to school is unacceptable. Students who accumulate more than three (3) unexcused tardies per semester will receive detention for each subsequent tardy according to school department policy. Should excessive tardiness become a serious or chronic problem, a student may be assigned Alternate Discipline Program, could be suspended out of school, Saturday Detention, or receive social probation. All days tardy beyond the 3 per semester will result in disciplinary consequences unless excused with verifiable documentation (i.e., doctor's note, dental note, legal obligation, etc.). All notes must be submitted on the day the student is tardy or least by the next school day.
A student who arrives late to class more than half way through the class, regardless of the class, will be considered absent from that class.
8. Students with unexcused tardies after 11:00 am are considered absent and are ineligible to participate in athletics or extra curricular activities on that day. Should the tardiness occur on the last day before a weekend, the student will be likewise, ineligible to participate in school related activities or athletics.
9. Personal family appointments, which can be scheduled during non-school hours, will be included in absence and tardy totals.
10. The classroom teacher will assign students who are tardy to class without an acceptable or verifiable reason appropriate disciplinary action. Students who are habitually tardy will be referred to the administration.
11. Students who miss a class period or a whole day of school without permission will be considered truant. All students who are determined to be truant will be subject to disciplinary action and will receive no credit (zero) for all work missed or due during the truancy.

ABSENCE, TARDINESS AND DISMISSALS (CONTINUED)

12. Students may be dismissed from school with a parental note, with an acceptable reason. All dismissals will be excused only with verifiable documentation by a doctor, dentist, legal obligation, death, religious observance, etc. These notes from verifiable sources or appointment verification forms must be turned in to the Main Office by the next school day that the student is present.
13. Students dismissed from school are ineligible to participate in athletics or extra curricular activities on that day or the ensuing weekend should it occur on the day before a weekend. Students may be allowed to participate in these situations with administrative approval.
14. For eligibility purposes with respect to extra curricular activities and athletics, students dismissed for medical, dental, legal appointments, etc., must have such dismissal pre-approved by an administrator or designee. Upon the student's return to school from the appointment, verification documentation must be turned in to the office or to the coach or activity advisor, if school has ended, to be eligible to participate (parental notes will not suffice.) Any student clinically dismissed by the nurse due to illness may not return to school and is ineligible to participate in athletics or school activities.

MAKE UP POLICY

A student absent from school from one (1) to three (3) days will have one (1) class meeting per absence to make up missed work beginning on the initial day they return to school.

For students absent or suspended from school for a period of more than three (3) days, school work may be requested by the parent/guardian. A twenty-four (24) hour notice for such requests is required and will be made available by teachers through the main office. Students suspended from school will be allowed to make up all work as dictated by this policy.

In the event that a student is absent on the day a long-term project/assignment is due, the grade for that assignment will be reduced at the discretion of the teacher. Should the student submit verifiable documentation for the absence (medical, dental note, etc.), the grade reduction may be waived.

Serious long-term illness make-up will be made up at the discretion of the teacher(s) and guidance counselor.

Any student that makes arrangements with a teacher to make-up work at an arranged time and fails to do so will be assigned a zero (0) for the work in question.

STUDENTS

5113(d)

FINAL EXAMS

- A. Final exams are required in every course in grades 9 through 12. The final exam grade for each course will be weighted 15% of the final grade.
- B. An exam schedule is published in June. Senior high school students are expected to report for their scheduled final exams and must remain in the exam room for the entire period. Depending on the schedule, students may be dismissed following their exams.

ATTENDANCE POLICY FOR EXAMS

- 1. Final exams will be administered in all courses. Seniors with a grade point average of 90 or above may be exempt from their final exam in the courses with that average.
- 2. Should a student be tardy to an exam without an excuse or prior administrative approval, he/she will be admitted to the exam and allowed to take the exam during the remaining time in the exam period only.
- 3. If a student is going to be absent from an exam and wishes to be granted the opportunity to take a make-up exam, a parent must contact the administration in writing or by phone (Main Office) prior to the start of the exam.
- 4. If a student is absent from an exam and the administration has not been contacted in advance, the student will not be given a make-up exam and will receive a grade of zero.
- 5. Make-up exams will be given at a time to be determined by the teacher.
- 6. All students must remain in the testing site until the conclusion of the exam period.

Regulations Adopted: March 20, 1972
Regulations Revised: August 20, 1990
Regulations Revised: July 16, 2007
Resolution No.: 07-7-21

CRANSTON PUBLIC SCHOOLS
Cranston, Rhode Island

DISCIPLINARY POLICY AND PROCEDURE
CPS Secondary Schools

ATTENDANCE

Policy

Our attendance regulations are based on Title 16 of the State Laws, school committee policies, and school department regulations. They provide only three circumstances under which an absence or tardiness is acceptable:

- *Illness or medical reasons*
- *An emergency situation which cannot be handled at any other time*
- *Religious observance*

While it is the responsibility of the parent to determine when an illness is serious enough to keep a child home from school, in cases of habitual or continuous absence due to illness, the school reserves the right to require a doctor's note and may request the school nurse to visit an ill student. In case of an emergency situation, the school retains the right and responsibility to decide on the validity of each case, and the parent and student must notify the school, in advance, if possible.

In all cases of absence from school, **a parent is required to call the school** on the day of the absence. If the school does not receive a phone call, the school calls the home. In cases where there is “no answer,” the student may be called to the office on the day s/he returns to school in order to explain his/her absence.

In all cases of absence from school, all students must bring to their homerooms on the day of their return to classes a **written note (containing name, homeroom, date and reason for absence, signature of the parent, and a phone number where the parent/guardian can be contacted by the school).**

Students must recognize the importance of regular attendance to attain maximum benefit from the necessity for the development of good attendance habits. All students in Cranston Public Secondary Schools are expected to be in regular attendance.

The School Department recognizes four categories of school absences:

- A. Truancy – Absences Without Permission**
- B. Parent Excused**
- C. School Excused**
- D. Suspensions**

A. Truancy

1. “Bunking”: A student is willfully absent from school.

For each offense, the student and parent will have a conference with an administrator, and two Saturday detentions or equivalent will be assigned. A student willfully absent from school receives no credit for missed class work and/or homework. For chronic cases, a court referral will be made in compliance with the laws of Rhode Island.

2. “Cutting”: A student is willfully absent from one or more classes.

- a. For the first offense, the student will receive administrative detention.
- b. For the second offense, detention/Saturday detention will be assigned and the parent and guidance counselor will be notified.
- c. For additional offenses, appropriate Saturday detentions/suspension will be assigned. With any suspension, a parent conference will be required before the student is re-admitted to school.

LEAVING THE SCHOOL BUILDING WITHOUT PERMISSION WILL RESULT IN A ONE SCHOOL DAY SUSPENSION OR AN EQUIVALENT ADMINISTRATIVE SANCTION. STUDENT WILL RECEIVE NO CREDIT FOR MISSED CLASS WORK AND/OR HOMEWORK.

B. Parent Excused

A “Parent Excused” absence is a student’s absence with parent’s knowledge and consent, but for reasons inconsistent with school department policy. Parents who must remove their child from school for two or more days **due to extenuating circumstances** will accept full legal responsibility under State Law. (An *Extended Predetermined Absence* form must be filled out in advance. See Appendix A.) Under these circumstances, the school will take no disciplinary action, and the student will be responsible for completing all school work, or making arrangements for the completion of all school work, within three school days of return to school. **The responsibility rests with the student and/or his/her parent/guardian to obtain assignments.**

Excessive absenteeism shall be governed by the current school policy in effect. The school will send a letter to parents clarifying school policy and urging the student’s law-abiding behavior. The student will be referred to an administrator, guidance counselor, and/or Attendance Services. The student’s parents or guardian will be called for a conference.

PARENTAL PERMISSION IS NOT NECESSARILY RECOGNIZED AS A LEGITIMATE REASON FOR ABSENCE.

C. School Excused

All students in Cranston secondary schools are expected to be in regular attendance in order to receive credit for courses taken. It is expected that a student will be physically present in the classroom to be considered in attendance. However, there are occasions when a student may not be physically present in the classroom but still be following the directions of the school authority. On those occasions, his/her absence from the classroom will be recorded but will not be included in applying the standard set forth in these regulations. Absences can be determined to be justified by the school. Following are some examples of excused absences:

- Absence from class due to attendance at school sponsored events such as athletic contests and field trips.
- Absence from class due to attendance at scheduled meetings with school personnel for therapy, testing, and guidance.
- Absence from class due to emergencies approved by the Administration.
- Absence from class with administrative approval.

EXCUSES/REQUESTS MUST BE SUBMITTED WITHIN 10 DAYS OF THE DATE OF ABSENCE TO THE APPROPRIATE ADMINISTRATOR FOR SUCH CONSIDERATION.

D. Suspensions

In serious instances of student behavior and/or repetition of infractions that have not been modified by other consequences, the administration has the right and obligation to suspend a student, that is to disallow him/her to attend school and all functions associated with school for a particular time. (See Appendix B.) **In all suspensions students are not allowed on any Cranston Public Schools property during the course of a suspension, or students will be charged with trespassing.** In all suspensions, textbooks and homework are available to each student for the duration of the suspension period, and the student shall be allowed to complete any classwork including examinations which the student missed while suspended. Students will be allowed the number of school day(s) equal to the suspension, not to exceed five days, to make up any missed class work or to make arrangements for the completion of assignments and examinations. The responsibility rests with the student and/or his/her parent/guardian to obtain assignments.

ANY COMBINATION OF FIVE SUSPENSIONS FOR ANY REASONS MAY WARRANT A RECOMMENDATION TO THE SCHOOL PRINCIPAL FOR A HEARING AND POSSIBLE RECOMMENDATION FOR EXCLUSION FROM SCHOOL. AN ADMINISTRATOR HAS THE OPTION TO USE HIS/HER DISCRETION TO ISSUE A SATURDAY DETENTION IN LIEU OF A ONE-DAY SUSPENSION.

Attendance Procedure

- Attendance will be taken daily in each homeroom and become part of the daily attendance record.
 - Attendance will be updated at the end of the school day to account for tardiness to school and/or class, dismissals, and field trips.
 - Attendance will be taken during each class period and those students not present or accounted for will be reported to the appropriate Assistant Principal.
 - Teachers will keep an accurate daily record of attendance for each student who is a member of his/her class.
 - Strategies to improve attendance will be developed with the student, parent and Guidance Counselor in coordination with the Assistant Principal. The strategies will include utilizing the “Weekly Report” as one vehicle to ensure communication with the parent.
 - The student Attendance Policy will apply to all students unless specifically modified by appropriate school personnel.
 - A parent is required to call the school on the day of the absence in the morning.
 - Students **MUST** bring in a note to the homeroom teacher explaining the student’s absenteeism on the day of the student’s return.
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TARDINESS

We realize that from time to time students will be late to school due to extenuating circumstances. In consideration of this, three tardies are allowed for each student per school year. Upon a student’s arrival to school, s/he must report to the appropriate office to sign in, and then s/he must submit a note from a parent explaining why the student is late and that the tardiness occurred with the consent of the parent. **Parental permission is not necessarily recognized as a legitimate reason for tardiness.** Tardiness beyond the 3 that are allowed will result in disciplinary action.

- Once a student reaches his/her 3rd unexcused tardy, a letter will be sent to the parents/guardian reiterating the tardy policy.
- On the fourth unexcused tardy, the student will receive detention.
- On the fifth unexcused tardy, the student will receive Saturday Detention or its equivalent.
- Subsequent tardies will be handled in a manner deemed appropriate by an administrator, which may include suspension.
- Students who are tardy and fail to sign into school will receive appropriate Saturday Detention and/or suspension.

MISCONDUCT REFERRALS

From classrooms, all other supervised areas, and at school-sponsored events, the school will take the following steps to resolve matters of misconduct:

- **Classroom teachers** will handle their own discipline problems and keep a record of offenses (examples include, but are not limited to: classroom tardiness, lack of classroom materials, inattentiveness). Classroom teachers will use the disciplinary referral system.
- Recurring problems will be referred to **department chairpersons/team designees**, who will also keep a record of offenses and what actions were taken to resolve the situation (i.e., contact parents by phone, request a parent conference).
- Recurring problems that cannot be resolved at the teacher/department/team level, as well as major misconducts, will be referred to the **administration**. Behavior modification for the recurring offense will then be at the discretion of the administration.

Matters of misconduct may be modified along a continuum of consequences. Those consequences range from after-school detention to Saturday Detention to out-of-school suspension to exclusion. Each situation is determined on an individual basis, taking into consideration a student's discipline history and the serious nature of the offense.

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

NOTE: If a student fails to attend an assigned administrative detention, s/he will be assigned to Saturday Detention. If a student fails to attend Saturday Detention without prior permission of an administrator, s/he will be suspended.

1. If a student **cheats**,
 - **For the first offense**, the department chairperson/team designee will confer with the student; the guidance counselor and/or teacher(s) will notify the parents; and the student will forfeit all related grades;
 - **For additional offenses**, the student will confer with the administration, will be counseled by his/her guidance counselor, will forfeit related grades, will be suspended for one to three days; and his/her parents will be notified.
2. **Fighting** between and among students will require notification to parents and a conference * with an administrator. Fighting of a violent nature will be reported by administration to the police. Also, fighting which may lead to additional

fighting and violence will also be reported to the police. The **penalties for fighting will include suspension from 3 to 10 school days and a parent conference prior to reinstatement.** If a student commits **additional offenses**, the school will follow the procedure outlined above and may initiate **exclusion** proceedings.

**The conference with an administrator will be conducted upon a student's return to school following a suspension in accordance with the CPS Due Process Guidelines in Appendix B.*

3. If a student **willfully strikes another student**, the administrator will notify parents, encourage the victim to press charges, and confer with the offending student. The **penalty will include suspension of the student from 3 to 10 school days.** Exclusion proceedings may be initiated.
4. If a student **willfully strikes a staff member**, the staff member will be encouraged to file felony charges. The school will notify the police. The administration will notify parents. **The penalty will include suspension for 10 school days.** Exclusion proceedings will be initiated.
5. If a student is **in possession of pornography, directs pornography, obscenities, obscene gestures, or abusive language at a student**, verbally or in writing, an administrator will confer with the offending student and notify parents. **The penalty will include detention or suspension from 1 to 10 school days.**
6. If a student **directs pornography, obscenities, obscene gestures, or abusive language at a staff member**, verbally or in writing, an administrator will confer with the offending student. **The penalty will include suspension from 3 to 10 school days.** The administrator will hold a parent conference and make recommendations for remedial action. If the student commits an **additional offense**, the administrator will confer with the student and suspend the student from 3 to 10 school days. **Exclusion** proceedings may be initiated.
7. If a student **forges the signature(s) of staff members, parent(s), or modifies a school document**, the student will confer with an administrator. **The penalty will include detention and/or suspension from 1 to 10 days.**
8. If a student **blackmails, extorts, intimidates, or threatens school staff**, the school will notify the parents. **The penalty will include suspension from school until a decision in a Due Process Hearing is rendered concerning exclusion. The police will be notified in all cases.**
9. If a student **blackmails, extorts, intimidates, or threatens other students**, s/he will be referred to an administrator and parents involved may be notified at the administrator's discretion. **The penalty will include a suspension from 3 to 10 school days.** The school may initiate exclusion proceedings. A parent conference will be required before the offending student returns to school.
- 9a. If any set forth in #9 above references the **use of a weapon, and/or death**

threats, the school will notify the parents, suspend the student until a decision in a Due Process Hearing is rendered concerning **exclusion, and notify police**.

10. In the case of an **unauthorized walk-out or sit-in**, the individual student or key leaders will confer with an administrator. **The penalty may include a suspension for up to 10 school days.** The school will schedule a parent conference.
11. If a student **steals property or the property of other students or staff members**, that student will be referred to an administrator. The school will notify the parents. **The penalty will include a suspension from 1 to 10 days. The police may be notified.** If a situation warrants, **exclusion proceedings** may be initiated. **The student must make restitution** of the damaged/stolen property/money.
12. If a student **vandalizes** (including writing on walls with markers, spray paint, etc.) or **willfully destroys property** of the school, staff, or other students, that student will be referred to an administrator who will notify the parents. **The penalty will include suspension from 1 to 10 days.** The police may be notified. The school may initiate exclusion proceedings. The student must make restitution for damages.
13. If a student is **in possession of, or sells, or distributes fireworks**, the student will be referred to an administrator. **The penalty will include suspension for 3 to 10 days.** Parents will be notified, and a conference will be scheduled. The police will be notified. The school may initiate exclusion proceedings.
14. If a student **violates fire regulations by igniting or setting off fireworks**, the student will be referred to an administrator. **The penalty will include suspension from 5 to 10 days.** Fire and police personnel will be notified. Legal action may be initiated. The parents will be notified and a conference will be scheduled. The school may initiate exclusion proceedings.
15. If a student **violates fire regulations by setting a fire, setting off a bomb or explosive device, or calls in a bomb scare**, the student will be referred to an administrator. **The penalty will include suspension for 10 school days.** Fire and police personnel will be notified. Legal action may be initiated. The parents will be notified; a conference will be scheduled. The school may begin exclusion proceedings.
16. If a student **violates fire regulations by pulling a fire alarm box**, the student will be referred to an administrator, and fire and police personnel will be notified. **The penalty will include a suspension from 3 to 10 school days.** Parents will be notified, and a parent conference will be scheduled. The school may initiate exclusion proceedings. Legal action may be taken.

17. If a student **possesses any electronic device prohibited by State Law** (beepers, pagers, cellular phones, portable phones, all types of radios, etc.), the student will be referred to an administrator. **The device will be confiscated.**

The Cranston Police Department may be notified.

Rhode Island State Law Chapter 12.1 the Rhode Island Substance Abuse Prevention Act, Section 16-21.2-11. Paging Devices Prohibited. Any student enrolled in any secondary or elementary school shall be prohibited from carrying, possessing or using a paging device of any kind on school property, except with the written consent of the principal of the school in which the student is enrolled. The penalty for violation of this section shall be the confiscation of said device. Further, the use of a laser pointer shall, likewise, be prohibited and punishable.

ZERO TOLERANCE FOR WEAPONS

The Cranston Public Schools and its students are governed by the *Gun Free Schools Act* (Federal Legislation) and with corresponding *Rhode Island General Laws 16-21-18 and 16-21-19* relating to Gun Free Schools:

- A. *Rhode Island General Laws 11-47-60, 11-47-60.2 and 11-47-42* provide further definition of a weapon and students shall be governed by same. When a student is found in possession and/or control of a weapon (as defined in *11-47-42* or a firearm or replica of same), s/he shall be subject to exclusion proceedings from school. The Superintendent, as is the case in the administration of the Gun Free Schools Acts, shall have the authority to modify the duration of expulsion on a case-by-case basis. At the instant that the weapon is discovered, the school will take custody of same and notify the parents and police and suspend the student until a decision is rendered in a Due Process Hearing concerning exclusion.
- B. For purposes of the Gun Free Schools Act a “weapon” means a firearm as defined in *Section 921 of Title 18 of the U.S. Code*:

- ...any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosion
- ...the frame or receiver of any weapon described above
- ...any firearm muffler or firearm silencer
- ...any destructive device, which includes:
 - (1) any explosive, incendiary, or poison gas
 - (a) bomb
 - (b) grenade
 - (c) rocket having a propellant charge of more than four ounces
 - (d) missile having an explosive or incendiary charge of more than one-quarter ounce

- (e) mine, or
- (f) similar device

- (2) any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore or more than one-half inch in diameter.
- (3) any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

- C. For purposes of the R.I. General Law this penalty will also be incurred when a student is not on school premises, but when s/he aims a firearm or realistic replica of a firearm at school premises/school functions, school vehicles, or students, staff or visitors attending school or in transit to or from school.
- D. Students with disabilities will be disciplined in a manner which comports with federal (IDEA) and state laws and regulations governing same.
- E. If a student is found in possession and/or control of dangerous weapons (guns, knives, clubs, pepper gas, chemical propellants, smoke bombs, or any object which could be construed by an administrator to present imminent danger to a person), the school will take custody of the weapon(s) and notify the police. The school will notify the parents, and suspend the student(s) until a decision is rendered in a Due Process Hearing concerning exclusion.
- F. If a student is found in possession and/or control of any ammunition or components of ammunition for firearms, the student will be suspended from school for 10 days. Exclusion proceedings may be initiated. Parents/guardians will be notified. Police will be notified.
- G. If a student is found in possession and/or control of written documentation pertaining to the construction and/or utilization of an explosive or incendiary device, the student will be suspended from school for 7 to 10 days. Exclusion proceedings may be initiated. Parents/guardians will be notified. Police will be notified.

In any of the above cases (A – G) the student’s parents/guardian must petition the Superintendent for permission to re-enter the school system for the next academic year.

TECHNOLOGY ACCEPTABLE USE POLICY

This policy's intent is to ensure appropriate educational access to computers, the CPS Network of computers, and the Internet.

Students found in violation of the Technology Acceptable Use Policy will be referred to the building principal or appropriate administrator and the parent or guardian will be notified. The building administrators will have the right and responsibility to exercise judgment in all technology use violations, including those that may not have been specifically outlined in the acceptable use policy. Consequences may include suspension of computer privileges, notification of police, suspension from school and/or recommendation for exclusion from school for up to one calendar year.

Educational Purpose

1. The Cranston Public Schools Network (CPSnet) has been established for an educational purpose to support and enhance the curriculum. For the purpose of this policy, the term CPSnet shall include Cranston Public Schools computers, local area networks (LANs), wide area networks (WANs), and access to the Internet through CPSnet or other Internet Service Providers.
2. The CPSnet has not been established as a public access service or a public forum. Cranston Public Schools has the right to place restrictions on the material accessed or posted through the system. Users, including faculty, staff, students, and others granted access shall agree to follow the rules set forth in the *Cranston Public Schools Disciplinary Procedure Handbook*.
3. The CPSnet shall not be used for private commercial purposes. This means offering, providing or purchasing products or services for non-school related usage.
4. Political lobbying is not allowed through the CPSnet.

Student Internet Access

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

Unacceptable Uses

1. Breach of Personal Safety

- a. Student users will not post personal contact information about themselves, their parent(s)/guardian(s) or other people. Personal contact information includes (but is not restricted to) home address, telephone, school address, work address or parent information, etc.
- b. Student users will not meet in person with anyone met online.
- c. Student users will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities

- a. Users will not attempt to gain unauthorized access to the CPS network or to any other computer system through the CPSnet or go beyond authorized access levels. This includes attempting to log in through another person's account or access another person's files. **These actions are illegal**, even if only for the purposes of "browsing."
- b. Users will not make deliberate attempts to disrupt the CPSnet or any other computer system or destroy data by spreading computer viruses or by any other means. **These actions are illegal**.
- c. Users will not use the CPSnet to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, threatening the safety of a person and/or invading the privacy of individuals.

3. System Security

- a. Under no conditions should a password be provided to another person. Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts to protect their own liability.
- b. Users will immediately notify a teacher or a system administrator if a possible security problem has been identified.
- c. Users will avoid the spread of computer viruses by following the district virus protection procedures.

4. Inappropriate Language

- a. Users will not send, display or receive any public and/or private messages through the CPSnet that contain inappropriate language. This restriction also applies to material posted on school web pages.
- b. Users will not send, display or receive messages through the CPSnet that use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not send, display or receive information through the CPSnet that could cause damage or disruption.
- d. Users will not send, display or otherwise engage in personal attacks, including prejudicial or discriminatory attacks through the CPSnet.
- e. Users will not send, display or receive messages through the CPSnet that harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If asked to stop sending messages, the user must stop.
- f. Users will not send, display or receive false or defamatory information about a person or organization through the CPSnet.
- g. Users will not send, display or receive anonymous messages using pseudonym signatures through the CPSnet.

5. Respect for Privacy

- a. Users will respect the privacy of confidential messages and will not repost those messages without the permission of the person who sent the message.
- b. Users will not post private information about another person or organization.

6. Respect for Resource Limits

- a. Users will utilize the system only for educational activities and limited, high quality self-discovery activities. Faculty will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the Cranston Public Schools curriculum. All students will be informed by faculty of their rights and responsibilities as users of the CPSnetwork prior to gaining access to that network, either as an individual user or as a member of a class or group.

- b. Student users will not download any file without the expressed permission of the instructor.
- c. Users will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.
- d. All users will check their e-mail frequently and delete unwanted messages promptly.

7. Plagiarism and Copyright Infringement

- a. Users will provide proper citation for information gathered from CD-ROMs, through the CPSnet, or on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when a user inappropriately reproduces a work that is protected by a copyright. A work includes: text, graphics, photos, sounds, music, animation, video and software programs. If a work contains language that specifies appropriate use of that work, users should follow the expressed requirements. If unsure whether or not a work may be used, permission from the copyright owner must be requested.

8. Inappropriate Access to Material

- a. Receiving or inputting pornographic materials, promoting violence, engaging in racial, gender or other defamatory slurs or for personal attacks on others through the CPSnet is strictly prohibited.
- b. Receiving or transmitting information through the CPSnet pertaining to dangerous instruments such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices is prohibited.
- c. The CPSnet does not permit the use of chat rooms.

Individual Rights

1. Search and Seizure

- a. Network administrators may review files and communications to maintain system integrity and to ensure that users are utilizing the CPSnet responsibly. Users should not expect that files stored on district servers or computers will be private.

b. An individual search will be conducted if there is reasonable suspicion that a user has violated this policy.

2. Due Process

a. The Cranston Public Schools will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the CPSnet.

b. In the event there is a claim that a user has violated this policy, the user will be notified of the suspected violation. An opportunity to present an explanation will be provided.

Limitation of Liability

1. The Cranston Public Schools makes no guarantee that the functions or the services provided by or through CPSnet will be error-free or without defect.

2. The Cranston Public Schools will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.

3. The Cranston Public Schools is not responsible for the accuracy or quality of the information obtained through or stored on CPSnet.

4. The Cranston Public Schools will not be responsible for financial obligations arising through the unauthorized use of the CPSnet system.

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

SUBSTANCE ABUSE POLICY

In order to ensure the highest possible standards of learning as well as the safety, health, and well-being of students, the Cranston Public Schools System adopts a Substance Abuse Policy which will: aid students to abstain from the use of tobacco, alcohol and other illicit drugs, intervene early when student use is detected, and take corrective disciplinary action when necessary.

The use, possession, transportation or sale of alcohol, non-prescription drugs and/or controlled substances violates state and federal laws and will not be tolerated in the Cranston Public Schools. Students must understand that every staff member in the Cranston Public Schools will adopt this “zero tolerance” stand and will be pro-active in eliminating any substance abuse by students.

Any student found to be under the influence of, or in possession of alcohol, a controlled drug(s), or drug paraphernalia, except those medications prescribed by a medical doctor for the use of the student and for which the user has a valid, current prescription on file with the school nurse, will be subject to the following penalties and actions:

1. Parents/guardians will immediately be notified and will be requested to meet with an administrator.
2. Cranston Police Department will be notified.
3. The student will be suspended from school for 5 to 10 school days depending on specifics of the offense and must attend counseling at an appropriate school or community agency.
4. The student will be suspended from all extra-curricular activities for 30 calendar days.
5. Any student who violates this policy more than once in a school year will be suspended from school for 10 days, from all extra-curricular activities for 60 calendar days, and will be referred to the Superintendent of Schools with a recommendation for expulsion.

ANY STUDENT WHO SELLS ALCOHOL OR CONTROLLED DRUGS OR IS IN POSSESSION OF SUCH QUANTITIES OF ALCOHOL OR CONTROLLED DRUGS THAT SALE OF THESE MAY BE ANTICIPATED WILL BE REFERRED TO THE SUPERINTENDENT OF SCHOOLS WITH A RECOMMENDATION OF EXPULSION. POLICE WILL BE NOTIFIED.

Tobacco Free Environment

Rhode Island State Law 23-20.6-2 calls for “smoke-free” schools. (“Cigarette smoking prohibited in certain public areas.”)

It is the policy of Cranston Public Schools to eliminate the exposure of students and school employees to the school-site health hazard of tobacco smoke and other tobacco usage. Therefore, Cranston Public Schools will be a tobacco free school environment. **There will be no tobacco product usage and/or possession by a student in the Cranston Public Schools during the school day at school or at any school-related function during or outside of the school day.** Students violating this rule will be referred to an administrator. **The penalty will include a suspension for 1 school day for the first offense.** A parent/guardian conference will be held. It will be strongly recommended that the students attend a smoking cessation program. **Additional offenses will result in further suspensions on a progressive basis not to exceed 7 school days in duration.**

STUDENT DRESS

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

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

1. Clothing and hairstyles worn at school during school hours must reflect cleanliness, neatness, and appropriateness for the activity in which the wearer is involved. Clothing of an overly revealing fashion is not acceptable.
2. Clothing or hairstyle which constitutes a health or safety hazard will not be worn. This would include loose or highly flammable clothing or unrestrained hairstyles in laboratories, around machinery, or in areas where a fire/safety hazard may exist.
3. Clothing which will cause excessive wear or damage to school or personal property will not be worn. Such clothing includes metal taps or cleats on shoes or metal studs or rivets on clothing and chains that are used to attach wallets or used as belts or jewelry.
4. Clothing insignia buttons, jewelry, labels, arm bands, signs, or other items which criticize, insult, degrade, or have potential to incite any individual, group, profession, religion, or religious/political beliefs will not be worn, carried, or distributed on school property.
5. Clothing that causes a disruption of regular classroom routine will not be worn.

6. Outdoor clothing – including hats, caps, bandanas, and other form of outdoor headgear – will not be worn in school except for medical reasons or on special “dress up days” condoned by the school. Students who must go outdoors may wear appropriate clothing when necessary. This provision may be waived by the classroom teachers involved when classrooms are too cold for comfort.
7. Appropriate and safe footwear must be worn.
8. Sunglasses will not be worn in school buildings unless required for medical reasons.
9. Attire designed exclusively for school physical education classes may be worn for that activity but not in the classroom.
10. The wearing or possession of any electronic devices (working or not) not required for classroom work is prohibited.

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

INELIGIBILITY STATUS

Students who do not meet satisfactory behavior guidelines and academic criteria are placed on ineligibility/unsatisfactory conduct lists.

Unsatisfactory Conduct

Any student receiving three “3s” or more unsatisfactory citizenship grades is ineligible for participation in extra-curricular activities, interscholastic sports and elected school office.

A student will receive a “3” in citizenship if s/he has: (1) cut class more than once or (2) repeatedly interfered with the learning process of others.

Teachers will document and maintain a record of unsatisfactory citizenship behavior. Teachers will attempt to modify behavior **prior** to issuing an unsatisfactory citizenship grade. Teachers will notify the parent(s)/guardians in writing of the student’s poor behavior. The teacher will also notify the Department Chairperson/Team Designee and/or appropriate administrator of the student’s poor behavior.

A student will be restricted from participating in extra-curricular activities such as interscholastic and intramural sports, social events, and student leadership positions if s/he incurs three or more “3s” in conduct/citizenship during a portion of a grading period.

Any student who becomes ineligible will remain so until the next quarter grades are reviewed. If, at that time, the student has fewer than three “3s,” eligibility will be restored. Eligibility may be restored prior to the issuance of the next report card provided the student asks for a review of his/her status.

Procedure for Review of Citizenship Ineligibility

1. A student/student’s parents ask in writing for a review of ineligibility through the appropriate administrative office.
2. Notice will be made to the student’s teachers. Teachers will indicate if the student’s behavior remains unacceptable. If 3 teachers indicate that an ineligible student’s behavior is unsatisfactory, that student will retain his/her ineligible status until fewer than 3 teachers indicate unsatisfactory conduct on either progress reports or report cards.

Note: If a student does not ask for a review of his/her status, ineligibility is retained until fewer than 3 teachers indicate unsatisfactory on the report card.

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

Academic Ineligibility

Any student who is failing **2 or more subjects** at the **middle school level** will be ineligible to participate in any extra-curricular activities, both social and athletic. Eligibility may be restored upon review if a student has fewer than 2 failures.

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

Procedure for Review of Academic Ineligibility

1. A student/student’s parents ask in writing for a review of ineligibility through the appropriate administrative office.
2. Notice will be made to the student’s teachers. Teachers will indicate if the student is passing. If **any** 2 teachers indicate that an ineligible student is not passing, that student will retain his/her ineligible status until less than 2 teachers indicate failing grades. *Note: If a student does not ask for a review of his/her status, ineligibility is retained until fewer than 2 teachers indicate failing grades on the report card.*

Students

Promotion/Retention

Promotion

Middle School

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

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

High School

On the high school level (Grades 9 through 12), this policy recognizes uniform graduation requirements to ensure that Cranston High School Graduates leave with an educational experience that prepares them to demonstrate proficiency in a common core of studies. This enables students to produce evidence and reach proficiency that supports the following: that they are an inquisitive, literate, culturally aware, life long learner, with positive self-esteem, who is able to think creatively and to analyze information critically. The student is a resourceful, technologically proficient worker, who contributes to team efforts. As a responsible citizen, the student is an ethical, self-reliant, and socially responsible member of the global community.

A student must complete the four components of the Rhode Island Department of Education's Proficiency Based Graduation Requirements to be eligible to receive a high school diploma from the Cranston Public Schools. The four components are as follows:

- **Earn the required Carnegie Units including designated course work in the Six Core Content areas of English, mathematics, science, social studies, the arts and technology.**
- **Participate in and complete the requirements for comprehensive course assessments.**
- **Participate in and complete the Rhode Island Department of Education's Assessment Program.**
- **Complete the working portfolio and present the Graduation Portfolio that reflects the school-wide expectations.**

High School Continued

Working Portfolio Requirements: End of Grade 9—5 artifacts and 5 reflections
End of Grade 10—10 artifacts and 10 reflections
End of Grade 11—15 artifacts and 15 reflections
Grade 12—Complete the requirements for the Graduation Portfolio

The number of subjects passed and Carnegie Units earned as well as completing the above-noted Proficiency Based Graduation Requirements will determine a student's progress towards graduation.

Cranston Public Schools, in compliance with the Rhode Island Department of Education's High School Regulations, will implement the New High School Diploma System commencing with the Graduating Class of 2008. High school students graduating in 2008 will be required to minimally pass and earn 20 Carnegie Units; in 2009 students will be required to minimally pass and earn 21 Carnegie Units; in 2010 students will be required to minimally pass and earn 22 Carnegie Units and in 2011 and beyond students will be required to pass and earn 24 Carnegie Units.

Indicated below are the minimum credits required as part of the Proficiency Based Graduation Requirements that must be met by all students commencing with the Class of 2008.

(See Chart)

Students will be required to demonstrate their proficiency in six core-content areas: English Language Arts, mathematics, science, social studies, the arts, technology as well as the applied learning skills. Students will be required to use multiple measures of performance that are consistent with the Rhode Island Common Core of Learning adopted by the Rhode Island Board of Regents. Student proficiency will be demonstrated by a minimum of two measures chosen by the Cranston Public Schools. These measures are comprehensive assessments and the digital proficiency portfolio. Students are required to present a graduation portfolio that reflects school-wide expectations.

CHART
GRADUATING CLASSES
2008, 2009, 2010, 2011 AND BEYOND

<u>CONTENT AREA</u>	<u>2008</u> <u>20 Carnegie Units</u>	<u>2009</u> <u>21 Carnegie Units</u>	<u>2010</u> <u>22 Carnegie Units</u>	<u>2011</u> <u>24 Carnegie Units</u>
English	4 Carnegie Units	4 Carnegie Units	4 Carnegie Units	4 Carnegie Units
Mathematics	4 Carnegie Units (3 Carnegie Units in mathematics classes; 1 Carnegie Unit in a math related content course per state regulations.)*	4 Carnegie Units (3 Carnegie Units in mathematics classes; 1 Carnegie Unit in a math related content course	4 Carnegie Units (3 Carnegie Units in mathematics classes; 1 Carnegie Unit in a math related content course	4 Carnegie Units (3 Carnegie Units in mathematics classes; 1 Carnegie Unit in a math related content course
Science	2 Carnegie Units	3 Carnegie Units	3 Carnegie Units	3 Carnegie Units
Social Studies	2 Carnegie Units—(One Carnegie Unit must be in US History)	2 Carnegie Units—(One Carnegie Unit must be in US History)	3 Carnegie Units (One Carnegie Unit must be in US History)	3 Carnegie Units (One Carnegie Unit must be in US History)
Physical Education	1 Carnegie Unit--.25 Carnegie Unit each year in Physical Education.	1 Carnegie Unit--.25 Carnegie Unit each year in Physical Education.	1 Carnegie Unit--.25 Carnegie Unit each year in Physical Education.	1 Carnegie Unit--.25 Carnegie Unit each year in Physical Education.
Health	1 Carnegie Unit--.25 Carnegie Unit each year in Health. Students excused from physical education due to medical reasons must complete the health component of the curriculum.	1 Carnegie Unit--.25 Carnegie Unit each year in Health. Students excused from physical education due to medical reasons must complete the health component of the curriculum	1 Carnegie Unit--.25 Carnegie Unit each year in Health. Students excused from physical education due to medical reasons must complete the health component of the curriculum.	1 Carnegie Unit--.25 Carnegie Unit each year in Health. Students excused from physical education due to medical reasons must complete the health component of the curriculum.
Digital Proficiency Portfolio	1 Carnegie Unit--.25 Carnegie Unit each year.	0	0	0
Fine Arts	.5 Carnegie Unit	.5 Carnegie Unit	.5 Carnegie Unit	.5 Carnegie Unit
Computer Technology	.5 Carnegie Unit	.5 Carnegie Unit	.5 Carnegie Unit	.5 Carnegie Unit
Electives	The remaining 4 Carnegie Units should be selected in conjunction with the student's school counselor and parent/guardian, while considering the student's goals and personal objectives to meet graduation requirements.	The remaining 5 Carnegie Units should be selected in conjunction with the student's school counselor and parent/guardian, while considering the student's goals and personal objectives to meet graduation requirements.	The remaining 5 Carnegie Units should be selected in conjunction with the student's school counselor and parent/guardian, while considering the student's goals and personal objectives to meet graduation requirements.	The remaining 7 Carnegie Units should be selected in conjunction with the student's school counselor and parent/guardian, while considering the student's goals and personal objectives to meet graduation requirements.
TOTAL MINIMUM CREDITS	20	21	22	24

*Cranston Public Schools will publish a list of acceptable courses from which students may select to meet the 4th Carnegie Unit in mathematics. This Carnegie Unit will count towards mathematics and cannot be used to meet the minimum graduation requirement in any other content area.

CRANSTON PUBLIC SCHOOLS
 Non-Graduation Determination
 Appeals Process
 (Due Process)

<p><u>Non-Graduation Appeals Process—Cranston Public Schools Policy No. 5145 (a)</u> Commencing with the Class of 2008, the following protocol will be utilized for any student/parent when notified of a non-graduation status.</p>	<p><u>Non-Graduation Appeals Process—Cranston Public Schools Policy No. 5145 (a)</u> Commencing with the Class of 2008, the following non-graduation appeals process will be used for any student/parent when notified of a non-graduation decision.</p>		
	<p>Step 1</p>	<p>Level 1 School Level</p>	<p>Student/Parent/Guardian shall be informed of the reasons for non-graduation status. An appeal in writing may be made to the Proficiency Based Graduation Review Team (PBGR).</p>
	<p>Step 2</p>	<p>Level 2 School Level</p>	<p>Student/Parent/Guardian meet with the school’s principal for a hearing.</p>
	<p>Step 3</p>	<p>Level 3 Central Office</p>	<p>Student/Parent/Guardian meet with the superintendent or a designee for a hearing</p>
	<p>Step 4</p>	<p>Level 4 School Committee</p>	<p>Student/Parent/Guardian meet with the School Committee for a hearing</p>
	<p>Step 5</p>	<p>Level 5 Commissioner’s Office</p>	<p>Student/Parent/Guardian meet with the RI Commissioner of Education or a designee for a hearing</p>

**CRANSTON PUBLIC SCHOOLS
Proficiency Based Graduation Policy
Transfer Students**

The Rhode Island Department of Education has enabled each school district to select its proficiency based graduation requirements based on its student population and its philosophy of education. With this in mind, the following policy and procedure will be applied to students coming “into” the district from a school system with different graduation requirements.

All students enrolling in the Cranston Public Schools must earn the required number of Carnegie units, participate in and complete the Rhode Island State Assessment Program, participate in and complete comprehensive course assessment as of date of enrollment and depending on the quarter of enrollment and the projected year of graduation, fulfill the proficiency portfolio requirements.

**Policy Adopted: March 20, 1972
Policy Amended: January 9, 2006
Resolution No.: 06-1-8
Policy Amended: October 15, 2007
Resolution No.: 07-10-14**

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RI**

SEXUAL HARASSMENT
(Cranston Public Schools Policy #5141.31)

Policy

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

The Equal Employment Opportunity Commission (EEOC) has issued regulations under Title VII of the Civil Rights Act of 1964 entitled "Sexual Harassment" and Title IX of the Education Act of 1972, "Anti-discrimination Laws." Cranston Public Schools policy includes the following provisions based upon this Act:

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

Procedure

1. Any employee or student who believes s/he is experiencing sexual harassment should report such circumstances to School or Central Administration immediately. If the employee or student is uncomfortable in discussing the issue with an immediate supervisor or teacher, the employee or student may contact the Director of Human Resources or the Superintendent.
2. Any employee or student who has information or knowledge of sexual harassment occurring should report the information to the appropriate administrator, teacher, Director of Human Resources or Superintendent.
3. Any administrator or staff employee of any harassment allegations suspected harassment, or behavior that could be construed as sexual harassment shall immediately and fully inform the Superintendent. Any administrator or supervisor who is informed of alleged sexual harassment activities occurring within the School Department must, in conjunction with the Superintendent, take immediate and appropriate action, beginning with a thorough and confidential investigation of the circumstances.
4. Employees alleged to have committed sexual harassment will be given all due process rights. If sexual harassment activity is found to have occurred, such activity will not be tolerated and disciplinary action, up to and including dismissal of employees who violated this policy will occur.

Regulation
Adopted 01/11/93

CRANSTON PUBLIC SCHOOLS
Cranston, Rhode Island

Reporting Procedure For Complaint Resolution

Any student who believes s/he has been the target of sexual harassment or sexual violence, or any third person should report the alleged act(s) to the designated persons in the school who have been trained to provide support and guidance to students on the issue of sexual harassment.

Options to resolve complaints of sexual harassment include:

Individual Consultation. The purpose is to empower the student so the s/he may resolve the issue without filing a written complaint. Steps in this resolution include:

1. A complaint or third party that has knowledge of sexual harassment may consult with a designated support person to discuss a specific situation or incident, get personal support and advice on how to proceed and determine a course of action.
2. The support person does not contact the alleged harasser.

3. No written records are kept.

Informal Complaint Resolution. The purpose is to inform the harasser of the impact of his or her behaviors on the complainant and to stop the behaviors. Steps in this resolution include:

1. A complainant or third party that has knowledge of sexual harassment may consult with a designated support person.
2. The support person or other designee will conduct an investigation and speak with all parties involved or who may have knowledge of the situation. A face to face meeting between the parties is not required.
3. The complainant should be kept informed of negotiations with the alleged harasser.
4. **Written records are kept.**

Formal Complaint Resolution. The purpose of the formal complaint procedure is to ensure prompt, fair, and formal resolution of a complaint of harassment. A complainant or third party who has knowledge of sexual harassment, may choose either initially or, after having sought to resolve the matter informally, to bring a complaint through formal procedures. This complaint may or may not involve notification to the police.

1. The support person or other designee will conduct an investigation and speak with all parties involved or who may have knowledge of the situation. A face to face meeting between the parties is not required.
2. The complainant should be kept informed of the investigation.
3. **Written records are kept.**

The principal shall be immediately and fully informed of any formal complaint of sexual harassment or any complaint of aggressive/violent physical contact of a sexual nature. Any principal who is informed of alleged sexual harassment activities occurring must, in conjunction with the superintendent, take immediate and appropriate action, beginning with a thorough and confidential investigation of the circumstances.

Discipline

Students alleged to have committed sexual harassment will be given all due process rights. If sexual harassment activity is found to have occurred, such activity will not be tolerated and disciplinary action, up to and including exclusion will occur.

The designated support person or administrator, in case of non-physical conduct, may choose to use the following procedures for resolving informal complaints.

The procedures must be followed for all formal complaints.

1. If a student **sexually harasses another student (non-physical contact)**, an administrator will confer with the offending student and notify parents. **The penalty will include detention assignment as the behavior warrants or suspension from 1 to 7 school days.**
2. If the student **commits an additional offense (non-physical contact)**, an administrator will confer with the offending student and notify parents. **The penalty will include a suspension for 3 to 7 school days.** The administrator may notify police and initiate exclusion proceedings.
3. If a student sexually harasses another student (physical contact issue), an administrator will confer with the student and notify parents. **The penalty will include a suspension from school for no less than 10 days.** The administrator will notify police and encourage the victim to press charges. Exclusion proceedings will be initiated.

APPENDIX A

EXTENDED PREDETERMINED ABSENCE

Cranston Public Schools

COMPLETION OF THIS FORM IS REQUIRED FOR ALL PUPILS PLANNING ON MISSING SCHOOL TIME FOR ANY REASON. Failure to do so will result in loss of credit for time missed. Completing this form does not carry with it the approval or consent of the faculty and administration.

The student and the parents must accept responsibility for the academic results of absences, since teachers are not expected to provide tutoring for such reasons. An extended period of absence may necessitate the student being dropped from the school enrollment. ALTHOUGH WE RECOGNIZE SUCH ABSENCES, WE CANNOT CONDONE OR SANCTION THEM.

PUPIL'S NAME _____ HR _____

DATES OF AND REASON FOR ABSENCE _____

PARENT'S SIGNATURE _____

Teacher to initial and comment, where appropriate, on the impact the lost time will have on the student's success in that class.

<u>PER.</u>	<u>SUBJECT</u>	<u>TEACHER'S COMMENTS</u>	<u>TEACHER'S SIGN.</u>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____

COUNSELOR'S COMMENTS/SIGNATURE _____

ADMINISTRATOR'S COMMENTS/SIGNATURE _____

APPENDIX B

DUE PROCESS

Cranston Public School Policy #5145 (a)

Due Process Procedures are incorporated into the *Disciplinary Procedures for Cranston Students*. All students are given a copy of the procedures at the beginning of each school year or when they enroll in the district. Consistent with Rhode Island General Law “each student and his or her parents (guardian) shall sign a statement verifying that they have been given a copy of the student disciplinary code of their respective school district.”

If the student and/or parents (guardian) are not in agreement with the disciplinary decision made at the school level, the following steps may be taken:

Level 1 Dismissal of a Student from Class/Assignment of Detention

1. The student and/or parents (guardian) shall be informed of the reasons for removal and assignment of detention by the principal and/or assistant principal.
2. The student and/or the parents (or guardian) shall be given an opportunity to appeal the action to the principal of the school and present his/her point of view regarding the decision.
3. The principal will render a decision and inform the student and/or parents verbally.

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

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

Level 4 Appeal of a Disciplinary Action to the Superintendent

1. The student and parent(s)/guardian(s) shall have the right to appeal the recommendation of the school principal within ten (10) days of receipt of notice of the action recommended by the principal.
2. This notice of appeal must be sent in writing by the parent(s)/guardian(s) to the office of the Superintendent which includes:
 - requesting an appeal hearing
 - listing the reason (s) for the appeal
3. The principal must be notified **by the parent(s)/guardian(s)** if an appeal is being made to the Superintendent.
4. In response to the receipt of an appeal in writing, a hearing will be scheduled by the Superintendent or designee:
 - this student will be invited to be present at the hearing
 - the parent(s)/guardian(s) will be invited to the hearing
 - If the parties appealing the decision of the school administration are represented by legal counsel, the Superintendent's office must be notified twenty-four (24) hours in advance of the commencement of the hearing.
5. All parties will be given an opportunity to present their version of the facts and their implications. All parties will be allowed to offer testimony of other witnesses and other evidence relative to the issue.
6. The hearing will be conducted by the Superintendent or designated representatives who shall make a determination solely upon the evidence presented at the hearing.
7. The hearing officer shall keep a record of the hearing.
8. A decision will be rendered within a reasonable time after the hearing and will be forwarded to the parent(s)/guardian(s) in writing in their dominant language.

Level 5 Appeal of a Decision to the School Committee

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

3. A copy of the record and written decision at the Superintendent's level will be forwarded to the Chairperson of the School Committee:
 - a hearing shall be held by the School Committee or its designated hearing officer
 - a stenographic record of the hearing will be maintained
 - the school system may be assisted in the process by legal representation
4. A decision will be given to the parent(s)/guardian(s) in writing
5. The parent(s)/guardian(s) will have the right to appeal the decision of the School Committee to the Commissioner of Education at the Rhode Island Department of Education.
6. In cases where the parent(s)/guardian(s) appeal the decision of the School Committee, a copy of the decision and record of the hearings will be forwarded to the Commissioner of Education.

APPENDIX C

RHODE ISLAND INTERSCHOLASTIC GUIDELINES REGARDING ACADEMIC ELIGIBILITY FOR HIGH SCHOOL STUDENTS

The student must be taking at least four subjects, not including Physical Education, each involving at least four periods of work or an aggregate of fifteen periods of work per week.

A. At all times the athlete should have secured for the period from the beginning of the quarter or trimester up to the end of the regular making period which shall not exceed a maximum of 12 weeks and a passing grade of 60% in the student's program (credits) not including Physical Education.

1. At the end of a course which meets for multiple marking periods, a school may utilize the grade earned during the last marking period or the final mark earned in determining academic eligibility. However, the school must be consistent in its application of this provision for all athletes in all sports.

B. To be eligible at the beginning of a school year, the student must have done passing work at the end of the previous school year in June and 60% of the student's program (credits), not Physical Education.

1. In the case of a student who devotes a considerable part of the summer to make up subjects failed during the school year and receives credit toward graduation for this make-up work, that student shall be entitled to count such credit toward eligibility provided this credit is made an official part of his school record during the first week of the fall term. In case a student fails to complete the minimum scholastic requirements for athletic eligibility at the end of a quarter due to unavoidable absence, the student shall be ineligible for the next quarter until these requirements of the preceding quarter are made up.
2. Failures or incomplete work caused by unavoidable absence may be made up at the beginning of the quarter provided it is made a matter of final record within three weeks of the first day of that quarter.

C. The athlete shall receive no special privilege such as extra examinations, delayed marks, make-up opportunities, or other favors which are not granted on equal terms to every student in the school; with the further provision that grades for failures or incomplete work in which a make-up opportunity is granted at the end of a quarterly marking period must be made a matter of final record within two calendar weeks of the first day of the succeeding marking period.

D. If the athlete repeats work for which credit has once been received, the athlete cannot count that subject a second time for eligibility.

E. The athlete cannot count for eligibility points obtained in a subject taken during the summer vacation that had not previously been regularly pursued in the classroom.

F. Admission to or exclusion from participation in a sport because of these eligibility rules, shall take place at the close of the school day on which report cards are issued for the end of the regular marking period.

G. If a game is postponed or results in a tie; the eligibility of the participants does not hold over until the game is played off.

H. Academic eligibility requirement for students who are enrolled in Accelerated Programs.

1. An accelerated program is one in which a student earns more than the minimum credits necessary for promotion to the senior year. This may be achieved by independent study, taking more than the required number of courses in a given semester or year, taking additional courses at an approved college, or a concurrent enrollment program at an approved college.
2. Conditions for academic eligibility of seniors in an Accelerated Programs:
 - a. The student must be enrolled in a minimum equivalent of three full courses per semester in his/her school or an approved off-campus program for a total of three credits for the year, excluding physical education.
 - b. If off campus courses are involved, the high school must approve the courses and the grades must be recorded at the high school on the student's permanent record card and are included in the computation for the student's graduation credits.

APPENDIX D

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Appropriate records of attendance, evaluation, suspension, or withdrawal are maintained for each student, kept in a protected location and treated in a confidential manner. Parents and eligible students have the right to:

1. Inspect and review the student's educational records;
2. Request the amendment of the student's educational record to ensure that the records are not inaccurate, misleading or otherwise in violation of the student's privacy rights or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent that FERPA regulations authorize disclosure without consent;

File with the United States Department of Education a complaint concerning alleged failures by the Cranston Public Schools to comply with the FERPA regulations; and

Obtain a copy of the policies of the Cranston Public Schools for student educational records. Copies of these policies are located in the office of the Superintendent and in the Principal's office in each school in the district.

APPENDIX E

SCHOOL BUS CONDUCT *Cranston Public Schools Policy 5131.A*

Regulations For Transporting School Children: School Bus Conduct

1. The driver is in full charge of the bus and pupils. Pupils must obey the driver promptly and willingly.
2. Pupils shall ride their regularly assigned bus at all times, unless permission has been granted by the school authorities. School authorities should verify with the driver the availability of extra seating space and issue bus passes for non-regular riders if it will cause standees on the bus.
3. Unless by written permission of school authorities, no pupil shall be permitted to leave the bus except at his or her regular stop.
4. Each pupil may be assigned a seat in which he or she will be seated at all times unless permission to change is given by the school principal and/or driver.
5. Outside of ordinary conversation, classroom conduct must be observed.
6. Pupils are to assist in keeping the bus clean by keeping their waste paper off the floor. Pupils must also refrain from throwing refuse out of the windows. To help keep the bus clean, eating is not allowed.
7. No pupil will smoke or light matches on a school bus.
8. No pupil shall, at any time, extend his or her head, hands or arms out of the windows, whether the school bus is in motion or standing still.
9. No pupil shall open a window on the school bus without first getting permission from the school bus driver.
10. Pupils must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, any type of firearms, straps or pins extending from their clothing. Also, no animal is permitted on the bus, except for muzzled "seeing eye" dogs.
11. Each pupil must see that his or her books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
12. No pupil will be allowed to talk to the driver more than is necessary.

13. No pupil shall sit in the driver's seat, nor shall any pupil be located to the immediate left or right of the driver.
14. Pupils are to remain seated while the bus is in motion, and they are not to get on or off the bus until it has come to a full stop.
15. Pupils must leave the bus in an orderly manner and must obey the orders of the school bus driver. They must not cross the highway until given consent by the school bus driver. When boarding or leaving the bus, pupils should be in view of the driver at all times.
16. Pupils must cross the highway at least 10 feet in front of the school bus and never behind it.
17. Pupils must not stand or play in roadway while waiting for the bus. Pupils should leave home early enough to arrive at the stop before the bus is due. When the bus approaches the stop, student(s) shall remain seated until the bus makes a complete stop. There shall be no pushing or shoving on boarding the bus.
18. Self-discipline should be exercised by students at the bus loading area. Students should refrain from pushing and shoving other students.
19. Pupils who have to walk some distance along the highway to the bus-loading zone, where practicable, must walk on the left-hand side facing the on-coming traffic. This will also apply to pupils leaving the bus loading zone in the evening.
20. Students' misconducts on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.
21. In the event of an emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
22. Parents of students who damage school busses will be responsible for proper reimbursement to the school district.
23. Pupils are not to run errands between the bus stop and their homes.

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

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

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

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

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

Definition of Bullying:

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

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

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

- 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.

Definition of Dating Violence:

A pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control his or her dating partner. This is in effect while students are on school grounds or property immediately adjacent, using school transportation, at bus stops, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Definition of Sexual Assault:

Includes behaviors that are attempted or perpetrated against a victim's will or when a victim cannot consent because of age, disability, or the influence of alcohol or drugs. Sexual assault may involve actual or threatened physical force, use of weapons, coercion, intimidation, or pressure and may include:

- intentional touching of someone in ways that are unwanted
- voyeurism
- exposure to exhibitionism
- undesired exposure to pornography, or
- public display of images that were taken in a private context or when the victim was unaware.

Procedure

1. Any student or employee who believes s/he is being harassed, intimidated or bullied, or involved in teen dating violence, should report such circumstances to the appropriate staff member, teacher or administrator immediately.

Harassment/Intimidation/Bullying/Teen Dating Violence

5141.32 (Continued)

2. Any student or employee who has information or knowledge of harassing, intimidating, bullying behavior, or teen dating violence occurring is obligated to report the information to the appropriate staff member, teacher or administrator. Failure to do so may result in disciplinary action.

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

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

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

Policy Adopted: August 16, 2004
Resolution No.: 04-8-33
Policy Amended: March 16, 2009
Resolution No.: 09-3-20

CRANSTON PUBLIC SCHOOLS
CRANSTON, RI

New Federal and state regulations require that all school districts in Rhode Island use a two-part question to collect data about students' race and ethnicity. Please write the child's name and birthdate in the spaces provided, and answer BOTH of the questions which follow. This will be a one-time collection for the 2010 school year. Please return this form to your child's school.

For the first question, circle or check the correct response. For the second questions you may choose one or more responses. We have included some definitions and Frequently Asked Questions to help you select your answers. Thank you!

Child's name: _____

Child's birthdate: _____

1. Is your child Hispanic or Latino? (choose only one)

- Yes
- No

2. What is your child's race? (choose one or more)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

We have included definitions below and answers to Frequently Asked Questions on the back of this page.

Ethnicity:

Hispanic/Latino -A person of Cuban, Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.

Race Categories:

American Indian or Alaska Native -A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian -A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American -A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander -A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White -A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

RETURN THIS PAGE TO YOUR CHILD'S SCHOOL

Questions and Answers about the New Changes

Q: Why do you need this information?

A: The demographics of our society have changed significantly in the last few decades. These changes will allow our students and staff to more accurately describe who they are. We (school district or state) are required by the Federal government to use the new categories. All states and school districts are required to do the same. There are good reasons in addition to meeting federal requirements, though. We routinely report aggregate information to the federal government for funding and evaluation purposes, as well as civil rights compliance. We also use racial and ethnic data to evaluate our placement and program needs, providing the best services for all students. The U.S. Census in 2000 used the new categories. This is a trend that education and human service agencies will follow.

Q: Is the federal government checking my immigration status?

A: No. This information will be maintained in your employment or student records. It will not be reported to any federal agency in a way that identifies you or your child. No one will check for immigration status from the information you give here.

Q: Will the school release my student's race and ethnicity to other parties?

A: Individual student records are protected by the Federal Education Records and Privacy Act (FERPA). The new race and ethnicity standards have no effect on FERPA's protection of student records. FERPA does not designate race and ethnicity as directory information, and race and ethnicity have the same protection as any other non directory information in a student's education record.

Q: Haven't we given this information before? Why do you need to ask again?

A: This is indeed a major effort, but it would be more beneficial to ask everyone again and at the same time with the new format. This way no one will miss the opportunity to identify himself or herself in a more accurate way.

Q: I am Hispanic. Why do I have to answer more questions?

A: One of the major changes is the recognition that members of Hispanic populations can be of different races.

The federal government would like to afford Hispanic/Latino populations the opportunity to better describe themselves according to their culture and heritage. So yes, you will be asked to select one or more races, even if you have indicated that you are Hispanic/Latino.

Q: How do I know I won't be discriminated against after I've told you I belong to a minority group?

A: This is exactly why we need to maintain better racial and ethnic data about our students and staff. We are required to maintain this information about each individual in his or her record, in case a civil right investigation surfaces. Again, state and local guidelines are in place to ensure that racial and ethnic data will not be reported elsewhere in a way that you may be identified. The state and districts follow FERPA rules and regulations to safeguard the privacy of student records (see question above). For employment records, none of the equal employment opportunity rules has changed. Your race and ethnicity will not be used to determine your employment status or condition.

Q: You can't make me do it, can you?

A: No, we can't; but providing the information would be beneficial for you or your child. We are required to provide an answer on your behalf, if you choose not to provide such information. The federal government believes that in getting aggregate numbers from states and districts, it would be more preferable to have complete data this way, than having missing data.

For more information, please contact James Dillon, Director of Student Information Services, Cranston School Department, (270-8039, jdillon@cpsed.net) or US Department of Education: <http://www.ed.gov/about/offices/list/opepd/index.html>

STUDENTS**AFFIRMATION OF RESIDENCY AFFIDAVIT**

The Cranston Public Schools has constantly established a reputation for excellence, and due to their success and Cranston's proximity to other urban areas, Cranston Public Schools may occasionally attract students who may not live in Cranston.

The committee hereby authorizes the Superintendent to include and require the attached affidavit (see Exhibit A) to be signed (along with the disciplinary code *letter of understanding*) at the beginning of each school year, or, in the case of new students entering during the school year, before such students are admitted.

The affidavit should identify the student, his or her parent, guardian, or approved caretaker along with the legal Cranston address where the student resides. This shall be a legally binding agreement for the liability of payment of out-of-district tuition (as set by the committee) by the parent, guardian, or caretaker should it be determined that the student does not reside in Cranston. The student will be automatically demitted from the school and may not be re-admitted until such time as *proof of residency* is made.

This affidavit would exclude those out-of-district students who attend the Cranston Area Career & Technical Center, the New England Laborers'/Cranston Public Schools' Construction Career Academy, or any out-of-district students attending Cranston Public Schools under state and federal mandates.

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

CRANSTON PUBLIC SCHOOLS
CRANSTON, RI

CRANSTON PUBLIC SCHOOLS
AFFIDAVIT

Caution: Read this statement carefully before signing. This document requires you to provide information which, if not true, could make you responsible for the payment of tuition for your child to attend the Cranston Public Schools.

I.
I, _____, affirm that _____
(name) (child's name)

whose birth date is _____ resides permanently with me at my
(month/day/year)

residence at _____, in the Cranston, RI
(street address)

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

_____ custodial parent

_____ legal guardian

_____ state appointed custodian

_____ person responsible for the child who resides with me for other than the sole purpose of attending the Cranston Public Schools

of the above-named child. Submitted with this statement, if applicable, is a certified copy of a court order granting me custody, legal guardianship, or temporary state custody of the above-named child.

II.

I understand that only legal residents of the City of Cranston, who are otherwise eligible, are entitled to be educated by the City of Cranston without charge.

III.

If any of the information above ceases to be true, I shall immediately notify the Cranston Public Schools in writing and, if the child is permitted to remain in the Cranston School System, I will be responsible for payment of tuition for the child at the prevailing district rate on a pro-rated basis (unless otherwise permitted to remain in the district by applicable law or regulation.) Such payment shall be charged from the date that any of the above information ceases to be true. Such tuition shall become immediately due and payable.

I affirm that the above statements are true and accurate to the best of my knowledge:

Signature _____ **Date** _____

PARENT SIGNATURE PAGE

Parent(s)/Guardian(s) and students must sign the DISCIPLINARY PROCEDURES and the TECHNOLOGY ACCEPTABLE USE POLICY sections of this page. Sign and return this form to school. PLEASE NOTE NEXT PAGE.

Student’s Name (please print): _____ **HR:** _____

Date: _____

DISCIPLINARY PROCEDURES POLICY

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

Student’s Signature

Parent(s)’/Guardian(s)’ Signature

TECHNOLOGY ACCEPTABLE USE POLICY

The student agrees to follow the rules of the Technology Acceptable Use Policy of the Cranston Public Schools’ Network. As the parent(s)guardian(s) of the minor student named above, I have read the “Technology Acceptable Use Policy” and agree to promote this policy with my child. Having read the policy, I grant permission for my child to access networked computer services such as electronic mail and the Internet.

Student’s Signature

Parent(s)’/Guardian(s)’ Signature

PERMISSION TO APPEAR IN PUBLICATIONS

*As the parent/guardian of the minor student signing above, **I allow my child to be photographed and/or identified in print** or electronic publication as those photographs pertain to the promotion of school functions.*

Parent(s)’/Guardian(s)’ Signature

PERMISSION TO RELEASE INFORMATION TO MILITARY

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

Parent(s)’/Guardian(s)’ Signature

ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION

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

1. ACCESS TO STUDENT RECRUITING INFORMATION

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

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

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

RECORD POLICY

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

AUTHORIZATION

The content of these guidelines for disciplinary action is consistent with *Cranston Public School Policy # 5144 (C)* of the Cranston Public Schools adopted 06/21/76 by the Cranston School Committee.

However, in the absence of specifically defined behavior and/or accompanying disciplinary action, the judgment of the principal or designee within the context of these guidelines will prevail in terms of altering any of the previously mentioned guidelines.

If any provision of this policy or the application thereof to any person or circumstances is held invalid in a court of competent jurisdiction, such invalidity shall not affect other provisions or applications of said policy, and to this end the provisions of same are hereby declared to be severable.

Regulation Adopted: 01/17/77
Revised: 01/17/84
08/01/87
09/05/90
09/03/91
09/02/92
09/01/93
06/03/94
07/17/95
07/15/96
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03/16/09

