

**CRANSTON SCHOOL COMMITTEE MEETING
AUGUST 10, 2016
WILLIAM A. BRIGGS BUILDING
(REED CONFERENCE ROOM)
845 PARK AVENUE, CRANSTON, RI EXECUTIVE SESSION – 6:00 P.M.
IMMEDIATELY FOLLOWED BY PUBLIC WORK SESSION**

MINUTES

The School Committee meeting was held on the evening of the above date at the William A. Briggs Building (Reed Conference Room) with the following members present: Chairperson Ruggieri, Mrs. Culhane; Mr. Fusco, Mr. Gale, Mr. Traficante and Mr. Wall. Attorney Cascione was present during Executive Session.

It is noted that Mr. Colford was absent with cause.

The meeting was called to order at 6:05 p.m. **It was moved by Mr. Gale; seconded by Mr. Wall to convene to Executive Session pursuant to RI State Laws. The roll was called; all were in favor: Mr. Colford – Absent; Mrs. Culhane – Yes; Mr. Fusco – Yes; Mr. Gale – Yes; Mrs. Ruggieri – Yes; Mr. Traficante – Yes; Mr. Wall – Yes.**

PL 42-46-5(a)(1) Personnel:

- a. Discussion of Certified Administrator A

PL 42-46-5(a)(2) Collective Bargaining/Litigation:

- a. Bus Driver Negotiations
- b. Tradespeople Negotiations
- c. Custodian Negotiations

PL 42-46-5(3)

- a. District Safety Plan

Adjourn Executive Session

Call to Order - Public Session at 6:25 p.m.

The roll was called; a Quorum was present

Executive Session Minutes were sealed – Mrs. Ruggieri stated that no votes were taken in Executive Session and that all personnel listed above were notified. **A motion was made to seal the minutes of the executive session by Mrs. Culhane; seconded by Mr. Wall. The roll was called; Mr. Colford – Absent; Mrs. Culhane – Yes; Mr. Fusco – Yes; Mr. Gale – Yes; Mrs. Ruggieri – Yes; Mr. Traficante – Yes; Mr. Wall – Yes. All were in favor.**

Adjourn to Public Work Session

It was moved by Mr. Wall to take the Agenda out of order to allow for Attorney Cascione to assist with the review of the policies; seconded by Mrs. Culhane. The roll was called; all were in favor.

Status/Update on Policies in Review

- **Community Relations - 1000 Series (see policies on file with the Superintendent's office)**

At this time, there are no changes and/or amendments to the Community Relations – 1000 Series.

- **Administration - 2000 Series (see attached)**

Attorney Cascione reviewed the 2000 Series and suggested that the following policies were to remain as is, amended and or deleted due to changes in law, policies being outdated and/or grammatical errors:

Policy No. 2000	The Concept of Administration	No Change
Policy No. 2100	Central Administrative and Supervisory Personnel	Amend
Policy No. 2211.2	Committee Involvement	Delete
Policy No. 2320	Consultants	Delete
Policy No. 22400	Administrative Operations	Amend
Policy No. 2410	Organizational Units and Structural Relationships	No Change
Policy No. 2420	Line of Responsibility	Amend
Policy No. 2440	Administrative Leeway in Absence of Board Policy	No Change
Policy No. 2450	Review of Administrative Decisions	Delete
Policy No. 2460	Control and Communication Systems	Amend
Policy No. 2510	Conflict of Interest	Delete
Policy No. 2520	Automated External Defibrillator (AED) Policy	Delete
Policy No. 2525	Cell Phone Reimbursement Policy	Delete
Policy No. 2526	Cell Phone Usage and Recording Device(s) Policy	Delete

- **Business and Non-Instructional Operations - 3000 Series (see policies on file with the Superintendent's Office)**

At this time, there are no changes and/or amendments to the Business and Non-Instructional Operations – 3000 Series.

Transgender Protocol

Assistant Superintendent Norma Cole presented to the School Committee a new policy addressing Transgender Protocol (**See attached policy**).

It was requested that this policy be placed on the August 15, 2016 for discussion and vote.

Field Trips

At the School Committee's request, Assistant Superintendent Norma Cole brought forth to them for review further detailed information on fieldtrips of long duration

- Guidelines need to be set to keep them all uniform and consistent.
- Parameters need to be placed on type, where, purpose, etc. and qualifications and necessity of those attending.
- It was recommended that a policy detailing parameters and responsibilities be in place for chaperones.
- Chairperson Ruggieri and Mrs. Culhane stated that they will work on a policy and present to the full School Committee for review.

High School Guidance Department

Chairperson Ruggieri presented to the School Committee issues she is seeing regarding the High School Guidance Departments.

- She has received complaints from parents about services and difficulties some students have.
- There appears to be a disparity in what students are getting.
- The Guidance Department for the CATC is separate from the High School.
- The caseloads among guidance counselors is very uneven.
- All students should be getting the same services.

Mr. Rotz advised the Committee about a new program that was recently being discussed that would assist guidance counselors and students with their education path. He further advised them that it would require more input and interaction between student and counselor. It would also provide colleges more details regarding the students' transcripts.

Discussion on All Day Kindergarten

Mrs. Simpson provided the School Committee with an update on all day kindergarten.

- Presently there are 719 students registered.
- There will need to be clusters in certain schools.
- Classrooms are being set up.
- Progress is moving along smoothly and on track.

Discussion on Moving the 6th Grade

Ed Collins provided the School Committee with an update on the 6th grade move.

- Lockers are in.
- The building is ready for the students.
- Some items needs to be address:
 - o Signage
 - o Science rooms
 - o Misc. items that administrative staff have asked to be removed

Adjournment

A motion to adjourn was made by Mr. Wall; seconded by Mr. Gale. All were in favor. The meeting was adjourned at 7:11 p.m..

Respectfully submitted,

Stephanie A. G. Culhane

Vice Chairperson

ADMINISTRATION: 2000 SERIES

This series deals with the administrative machinery at the executive level. Here is recorded the board's action in activating all administrative and supervisory jobs – to the extent that the board has that function under the law. Job descriptions of those positions will also be found here, or a reference to where they may be found if their number justifies a separate manual.

In addition, you should find here an organization chart, a statement of the line of responsibility, evidence of problem-solving and communications devices like councils, cabinets, and committees for executives – all supported by a clear statement of the philosophy of administration subscribed to or by the board and superintendent.

The Concept of Administration

The school committee will determine the policies to guide the decision-making process governing all activities of the schools. In setting these policies, it will seek the advice and assistance of the faculty, staff, and other relevant persons through the superintendent of schools.

Each employee and pupil is responsible for following the approved policies until modified. The administration is charged with the responsibility for organizing the staff for effective administration of the schools and for preparing in detail, where applicable, the rules and regulations for implementing the approved policies. If a situation demanding decision is not covered by an existing policy or by regulations, the superintendent or his designee is empowered to make the decision he deems best, later reporting to the school committee.

The superintendent is responsible to the school committee for the administration of the schools under applicable laws and the policies of the school committee. He shall select his staff and faculty and recommend them to the school committee for appointment. He shall make, or designate the appropriate official to make the necessary administrative decisions.

It shall be the intent of the school committee to make available a sufficient number of qualified officials to administer the schools efficiently and to require the superintendent to organize it to secure a clear understanding of the functions of each official and of the relationship between and among them; to establish clear lines of communication, both vertically and horizontally; and to establish the necessary councils, cabinets, and committees to provide for efficient operation of the schools. To engage in this process in an orderly fashion, each group shall be given particular responsibilities, and channels shall be established so that the recommendations or decisions of each group can be heard and reviewed by the chief administrative officer concerned and, where appropriate, by the school committee.

It shall be the policy in the organization and administration of the schools to balance responsibility with commensurate authority subject to the reserve and legal powers of the school committee. This means that a member of the staff when assigned a responsibility or a position shall be given the authority to make the decisions necessary to perform the tasks.

In order that the schools may operate effectively with good morale and participation of its personnel, the following principles are considered by the school committee to be fundamental:

1. The institution shall establish an effective system for the recruitment of qualified personnel for each position.

2. Each officer shall be responsible and accountable for making and following a plan of development for all staff assigned to his area of operation.
3. The administration shall devise an orderly plan whereby the suggestions or criticisms of the operation of the schools shall be heard and receive consideration.
4. The structure, policies and rules and regulations of the schools shall be evaluated and critically reviewed at regular intervals, and the superintendent shall be responsible for devising a plan to make this possible.
5. The administration shall be responsible and accountable for establishing and operating a system of communication by which each member of the staff and faculty can be kept informed of the proposals and problems of the faculty and administrative staff.
6. The superintendent, principals, and related administrative officers shall be responsible and accountable for keeping the teaching staff dynamic and experimental in their course offerings, and for balancing the program to keep it in harmony with the school objectives and changing social conditions and free from domination of vested interests.

Legal Reference: General Laws of Rhode Island 16-21-11 General Powers and duties of superintendents.

Central Administrative and Supervisory Personnel

~~All administrative and supervisory positions in the school system are established initially by the school committee or by state law, or both.~~

It is the intent of the school committee to activate a sufficient number of such positions to promote the attainment of our school's goals.

~~In each case, the school committee will approve the broad purpose and function of the position of harmony with state laws and regulations approve a statement of job requirements as recommended by the superintendent, and delegate to the superintendent the task of writing, or causing to be written, a job description for the position.~~

The school committee wishes the superintendent to maintain continuously a comprehensive, coordinated set of job descriptions for all such positions so as to promote efficiency and economy in the staff's operations.

Legal Reference: General laws of Rhode Island 16-2-9 Selection and compensation of superintendent. 16-2-11 General Powers and duties of superintendent.

Policy Adopted: 4/24/72

CRANSTON PUBLIC SCHOOLS

Policy Amended: 8/15/16 (Resolution No.)

CRANSTON, RHODE ISLAND

Committee Involvement

~~Recognizing the importance of the leadership role of the principal, the committee will be invited to be involved in the initial principalship interviews through representation of such screening committees as are established for this purpose.~~

~~The superintendent is directed to prepare administrative regulations implementing this policy.~~

~~The chairman shall appoint two school committee members to participate with the interviewing team in the initial screening for candidates seeking promotional positions above the rank of teacher, requiring certification.~~

~~Members of the school committee who agree to serve on the interviewing committee must attend interviews for all qualified candidates at a time convenient to members of the school committee.~~

~~Professional staff members of the interview team will be selected by the superintendent or his designee for their expertise, experience or relative position in the organization.~~

~~A scoring system will be employed at the initial screening level so that reactions of the interviewing team may be quantitatively compared for desired traits of candidates.~~

~~Written reference forms may be submitted prior to initial screening interviews by members of the school committee for consideration, along with other information relating to the candidate. Final interview of the top three candidates will be conducted by the superintendent and the school committee.~~

~~Summary data for the top three candidates considered will be provided to all members of the school committee.~~

~~Final recommendation for promotional positions above the rank of teacher, requiring certification, will be submitted by the superintendent.~~

~~Action by the committee on the recommendations of the superintendent must take place on the evening that the names of the individuals are presented, to protect the confidentiality and professional security of individuals being considered.~~

Policy Amended: 8/16/82 _____ **CRANSTON PUBLIC SCHOOLS**

_____ **CRANSTON, RHODE ISLAND**

Consultants

~~If it is deemed desirable to invite representatives from outside the school committee or the staff as observers or consultants, such invitations should be issued with advance knowledge of the group concerned and approval of the school committee.~~

Administrative Operations

To guide the superintendent in determining the pattern of his/her administrative operation, the school committee offers the following statements of intent:

1. The school committee will devote its major effort to clarifying and establishing goals for the school system, weighing and adopting policies to guide the professional staff, to appraising results achieved in relation to the goals, and to performing such ministerial functions as required by law and state regulations.
2. The school committee does not wish unnecessary barriers erected between itself and members of the professional staff or between and among residents and parents of the district, students, ~~in the schools,~~ and members of the professional staff. The school committee values the freest possible interchange of ideas outside the established framework of direct responsibility as preeminently desirable in the school system. Nothing should be allowed to interrupt the free and open flow of ideas and assistance among personnel at every level.
3. The school committee encourages the superintendent to keep abreast of and to apply the best known administrative concepts and procedures designed to harness the total talents of the school system's personnel in enthusiastic pursuit of the school's' goals.

Policy Adopted: 4/24/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Organizational Units and Structural Relationships

The administrative organization of the district shall be considered as an orderly means of achieving the district's primary objective, an effective program of instruction for pupils.

The general administrative organization of the district shall be known as the single executive type of school administration with the school committee as the governing body and with all activities under the direction of the superintendent of schools.

An organization chart for the district shall be prepared by the superintendent and approved by the school committee to designate clearly the relationships of all employees within the district organization. The organization chart shall be kept up to date and changes shall be approved by the school committee.

Line of Responsibility

Each employee in the district is responsible to the school committee through the superintendent.

All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises.

Administrative officers shall refer such matters to the next higher authority when necessary.

~~All employees shall have the right to appeal any decision made by an administrative officer to the next higher authority and through appropriate successive steps to the school committee.~~

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

Policy Adopted: 4/24/72

CRANSTON PUBLIC SCHOOLS

Policy Amended: 8/15/16 (Resolution No.

) CRANSTON, RHODE ISLAND

Administrative Leeway in Absence of Board Policy

In cases where emergency action must be taken within the school system and where the school committee has provided no guides for administrative action, the superintendent shall have power to act, but his decisions shall be subject to review by action of the school committee at its regular meeting. It shall be the duty of the superintendent to inform the committee promptly of such action and of the need for policy.

Policy Adopted: 4/24/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Review of Administrative Decisions

~~It is extremely important for the school committee to know how the professional and classified employees of the school system feel about their jobs.~~

~~To achieve that end, the superintendent is requested to take such action as may be needed to establish a grievance machinery procedure that is based upon cooperation and participation on the part of the teachers, the classified employees, the administration and the school committee, and other elements of the community that may be concerned.~~

~~Such grievance machinery shall be looked at as an approach to the solution of problems which confront teachers, other school employees, and the school district.~~

Policy Adopted: 4/24/72

CRANSTON PUBLIC SCHOOLS

CRANSTON, RHODE ISLAND

Control and Communication Systems

The superintendent of schools is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the school committee and the administrative rules and regulations needed to put them into effect.

Accessibility is to extend at least to all employees of the school system, to members of the school committee, and to ~~selected persons in~~ the community.

Policy Adopted: 4/24/72

Policy Amended: 8/15/16 (Resolution No.

CRANSTON PUBLIC SCHOOLS

) CRANSTON, RHODE ISLAND

Conflict of Interest

~~It is the policy of the Cranston Public Schools that all members of the school committee, school officials, and employees must adhere to the highest standards of ethical conduct, respect the public trust and the rights of all persons, be open, accountable and responsive, avoid the appearance of impropriety and not use their position for private gain or advantage.~~

- ~~1. **Prohibited:** No employee of Cranston Public Schools or school committee member shall be financially interested, directly or indirectly, in the profits of any contract, job, work or service to be performed for the Cranston Public Schools, or in the sale or lease to or from the Cranston Public Schools of any land, property, materials, supplies or equipment, except as outlined in item No. 5. No employee of the Cranston Public schools or school committee member shall receive any commission, discount, bonus, gift, contribution or award or share in the profits of any person, corporation, or partnership making or performing such a contract.~~

~~It is not the intent of this policy to prevent the district from contracting with corporations or businesses because a board member or employee of the Cranston Public Schools is an employee of the firm. The policy is designed to prevent placing a board member or an employee of the Cranston Public Schools in a position where his or her interest in the public schools and his or her interest in his or her place of employment might conflict and to avoid any appearance of conflict of interest even though such conflict may not exist. In such instances the member is expected to declare an association with the firm and refrain from debating or voting on the question.~~

- ~~2. **Indebtedness:** No employee of the Cranston Public Schools or school committee (or related parties), shall be indebted to the Cranston Public Schools at any time excluding amounts due for ordinary travel and expense advances.~~
- ~~3. **Effect of Stock Ownership in Contracting Corporation:** When a contractor with the Cranston Public Schools shall be a corporation, the ownership of less than five percent of the stock or shares actually issued, shall not be considered as involving an interest in the contract within, in the meaning of paragraph no. 1 unless the owner of such stock or shares is also an officer, director or agent of the corporation, or solicits or takes part in the making of the contract.~~
- ~~4. **Confidential Information:** Employees of the Cranston Public Schools or school committee (related parties) shall not engage in work of any type where the source of~~

~~information concerning customer, client or employer originates from any information obtained through the Cranston Public Schools.~~

~~5. **Employee Participation in For-Profit Activities:** When an employee is selling the employer a product or service, clearly unrelated to the nature of their employment, (i.e., employees who play in bands that are hired for events; instructors involved in art or graphic design services), it is necessary to ensure that the transaction is at arm's length and proper steps are taken to obviate any appearance of conflict of interest. Conditions of musicians, artists, announcers, testing officers, referees, and others providing special and especially creative services to their employers, remain an individual case by case decision.~~

~~6. **Related Parties:** All school committee members and central administrators who are members of the executive group are required to complete a related party questionnaire on an annual basis.~~

Automated External Defibrillator (AED) Policy

Purpose Statement:

To provide guidance in the management and administration of a workplace AED program for the Cranston Public Schools. Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction causing disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator delivered within a short time of the onset of VF. An AED is used to treat victims who experience SCA. It is only to be applied to victims, who are unconscious, without pulse, signs of circulation and normal breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

Accordingly, Cranston Public Schools has adopted this policy to assist trained lay rescuers to be better prepared in the event of a sudden cardiac arrest situation.

System Owner:

Cranston Public Schools

To assist all employees in understanding the requirements of the Policy a Program Coordinator has been designated to answer any questions that may arise concerning the AED Policy.

Name: _____ Phone: _____ Fax: _____

General Provisions:

- ~~Selection of equipment~~
 - ~~Selection of employees for AED training~~
-

Automated External Defibrillator (cont.)

- ~~Distribution of AED-trained employee lists.~~
- ~~Coordination of training for emergency responders.~~
- ~~Coordinating equipment and accessory maintenance.~~
- ~~Maintain on file a specifications/technical information sheet for each approved AED model purchased or donated.~~
- ~~Consulting local Emergency Medical Services (EMS).~~
- ~~Revision of this procedure as required.~~
- ~~Monitoring the effectiveness of this system.~~
- ~~Communication with medical director on issues related to medical emergency response program including post-event reviews.~~

Medical Control:

The medical advisor of the AED program is:

Name of Licensed Physician or Medical Authority:

Address:

City/town:

Telephone:

The licensed physician or medical authority will provide medical oversight of the AED program including:

- ~~Writing a prescription for AED's.~~
- ~~Reviewing and approving guidelines for emergency procedures related to use of AED's and CPR.~~

- Evaluation of post-event with all rescuers involved.

Authorized AED Users:

The EMS in the Cranston Fire Department is ultimately responsible to deliver emergency care.

The AED's may be used by:

- Any trained volunteer responder who has successfully completed an approved CPR/AED training program and has a current successful course completion card.
- Training classes should meet the guidelines of a nationally recognized program, such as the American Heart Association, the American Red Cross, or the National Safety Council.
- Retraining should occur every year — sooner if equipment, policies or procedures change.
- Cranston Public Schools will identify all employees who are AED certified.

Automated External Defibrillator (cont.)

AED-Trained Employee Responsibilities:

- Activate external emergency response by directing someone to call 911.
- Activating internal emergency response system. Trained employees should know how to recognize signs of sudden cardiac arrest, start CPR right away, locate and use the defibrillator, and care for the victim until the EMS team arrives.
- Understanding and complying with requirements of this policy.

Equipment:

Food and Drug Administration (FDA) AED that is easy to use such as but not limited to:

Cardiac Science ————— Phillips Medical Systems/Heartstream

Corporate Headquarters ————— 3000 Minuteman Road

1900 Main Street, Suite 700 ————— Andover, MA 01810-1099

Irvine, CA 92614 ————— (800)263-3342 or (978)687-1501

(888)274-3342 www.medical.philips.com

www.cardiacscience.com

Defibtech Welch Allyn (formerly Medical Research Labs. Inc.)

753 Boston Post Road 1000 Asbury Drive

Guildford, CT 06437 Buffalo Grove, IL 60089

www.defibtech.com (800) 462-0777

www.welchallyn.com/medical

Heartshine Technologies ZOLL Medical Corporation

940 Calle Amanecer, Suite E Worldwide Headquarter

San Clemente, CA 92673 269 Mill Road

(866) 478-7463 Chelmsford, MA 01824-4105

www.zoll.com

Medtronic Physio-Control

11811 Willows Road NE

PO Box 97006

Redmond, WA 98073-9706

(800) 442-1142 or (425) 867-4000

www.medtronicphysicocontrol.com

Location of AED's:

- **Schools and school department buildings**

Additional Resuscitation Equipment:

Each AED will have one set of defibrillation electrodes connected to the device and one spare set of electrodes with the AED. Also included is a set of infant/child electrodes in the kit. One

~~resuscitation kit will be connected to the handle of the AED. This kit contains two pairs of latex-free gloves, one razor, one set of trauma shears, and one facemask barrier device.~~

Equipment Maintenance:

~~All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:~~

- ~~● The AED Program Coordinator or designee shall be responsible for having regular equipment maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.~~
- ~~● Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. Replace pads, pocket masks and other peripheral supplies that were used.~~
- ~~● Complete the AED maintenance checklist and return the AED to a state of readiness.~~

Routine Maintenance:

~~The AED will perform a self-diagnostic test that includes a check of battery strength and an evaluation of the internal components. A volunteer, assigned by the AED Program Coordinator or designee, will perform a monthly AED check following the procedure checklist. The procedure checklist will be initiated at the completion of the monthly check. The procedure checklist will be posted with the AED.~~

- ~~● If the OK icon is NOT present on the readiness display, contact the AED Program Coordinator or designee immediately.~~
- ~~● If the battery icon is visible, the CHARGE-PAK charging unit needs to be replaced. You may continue to use the AED if needed.~~
- ~~● If the wrench icon is visible, the AED needs service. You may attempt to use the AED if needed. Continue to provide CPR until another AED is brought to the victim or EMS arrives to take over care.~~
- ~~● If the expiration date on the electrode is near, notify the AED Program Coordinator or designee immediately.~~
- ~~● Manufacturer of AED will provide monthly maintenance checklist.~~

Training:

- Identified employees will renew AED/CPR training every year.

Post-Event Review Documentation:

Following each AED deployment, a review shall be conducted to learn from the experience. The AED Program Coordinator or designee shall conduct and document the post event review. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing.

A summary of the post-event review shall be sent to the AED Program Coordinator or designee and the Licensed Physician or Medical Authority. The AED Program Coordinator or designee shall maintain a copy of the post-event review summary.

Annual System Assessment:

Once each calendar year, the AED Program Coordinator or designee shall conduct and document a system readiness review. This review shall include a team “mock drill” to be conducted with local Emergency Medical Services (EMS) to fine-tune the effectiveness of the program.

Cell Phone Reimbursement Policy

School Administrators Use of Personal Cell Phones

~~The Cranston Public Schools will allow school administrators who use their personal cell phone for “business use” to be reimbursed. School administrators shall be defined as: all central administration, principals and special education directors. This reimbursement applies to those school department issues that are handled during the non-business hours (i.e. nights and weekends) or out of office times.~~

~~The administrators must submit a highlighted cellular phone bill that details the time spent on each call. This phone bill must be attached to a requisition form that has been approved by a superior to be considered for reimbursement. Forms will be forwarded to the business office for payment. Calls will be reimbursed at a maximum rate of 10 cents per minute.~~

Cell Phone Usage and Recording Device(s) Policy

~~Cell phones and other handheld communication devices can cause disruption, confusion, and distraction in the workplace. This policy applies to district-issued phones and personal cell phone use.~~

~~While at work and performing job duties, the employee may use cell phones and other communication devices for business/job related purposes and for personal emergencies only. “Personal emergencies” will be interpreted to include calls or text messages related to health care and child care; but to avoid misunderstandings, the employee should notify their supervisor about any special circumstances that may require the use of a cell phone or other handheld device in the workplace. Cameras and recording devices, including cell phone cameras and recorders, may not be used in the workplace. Permission to videotape classroom lessons for educational purposes must have prior approval by the building administrator.~~

~~Employees who violate this policy will be subject to disciplinary actions, up to and including termination.~~

Transgender, Gender Non-Forming and Transitioning Students Policy

I. Policy Statement

- a. Educators, parents and other stakeholders in public education all have the obligation and duty to ensure that school is a safe and supportive learning environment for all students in order that they may progress academically and developmentally. In order to achieve this end, the School Department shall foster an educational environment that is safe and free from discrimination for all students, regardless of sex, sexual orientation, gender identity or gender expression.

II. Legal Authority

- a. Title IX of the education Amendments of 1972, 20 U.S.C. §1681 et. seq., is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded education programs and activities. Specifically, Title IX's sex discrimination prohibition extends to claims of discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity and the Office of Civil Rights accepts such complaints for investigation.¹
- b. The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 123g (1974), (FERPA), is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Pursuant to FERPA, schools have a legal obligation to protect the privacy of transgender, gender nonconforming and transitioning students when maintaining education records.²
- c. The United States Department of Education and the Rhode Island Department of Education have issued guidance stating that School Districts shall adhere to both Title IX and FERPA in order to protect transgender, gender nonconforming and transitioning students from discrimination and to protect their privacy.
- d. Rhode Island General Laws § 11-24-1 et. seq., entitles all persons within the jurisdiction of the state to the full and equal accommodation, resort or amusement, and prohibits discrimination based on gender identity or expression.
- e. The Rhode Island General Assembly mandates that school committees, including the Cranston School Committee, assure the implementation of federal and state laws, the regulations of the board of regents for elementary and secondary education, and of local

school policies, programs, and directives. It also mandates that school committees address the health and wellness of students.³

- f. The Rhode Island General Assembly requires superintendents of schools to implement policies established by school committees and to comply with provisions of federal and state law.

III. District's Adoption of Guidance

- a. The Cranston School Committee hereby adopts the U.S. Department of Education's Guidance on Transgender Students and the Rhode Island Department of Education's Guidance on Transgender and Gender Nonconforming Students.

IV. District Protocol

- a. The Superintendent of Schools shall forthwith establish a districtwide protocol facilitating the terms of this policy that is consistent with applicable federal and state law, rule, and guidance from the U.S. Department of Education and Rhode Island Department of Education.

V. Evaluation and Review

- a. This policy shall be reviewed and updated on a regular basis, and shall be automatically amended to conform to amendments and changes in applicable state and federal laws, rules, and regulations.

**Policy Adopted: 8/15/16 (Resolution No.) CRANSTON PUBLIC SCHOOLS
CRANSTON, R.I.**

¹ Dear Colleague Letter: Transgender Students (May13, 2016) available at: <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201605-title-ix-transgender.pdg>

² Id.

³See R.I. Gen Laws 16-2-9 §§ (a) (3) & (24)

