

CRANSTON SCHOOL COMMITTEE MEETING

MONDAY, JULY 20, 2009

HOPE HIGHLANDS ELEMENTARY SCHOOL

300 HOPE ROAD

EXECUTIVE SESSION 6:00 P.M.

PUBLIC SESSION 7:00 P.M.

AGENDA

1. Call to Order – 6:00 p.m. Convene to Executive Session pursuant to RI State Laws PL 42-46-5(a)(1) Personnel; PL 42-46-5(a)(2) Collective Bargaining and Litigation (Contract Negotiations' Update- Food Service, Teacher Aides, Technical Assistants, Secretaries); (Caruolo Action).

2. Executive Session

3. Call to Order – Public Session

4. Roll Call/Quorum

5. Executive Session Minutes Sealed – July 20, 2009

6. Approve Minutes of Previous Meetings – June 4, 10, 15, 22, and 23, 2009

7. Public Acknowledgements/Communications

8. Chairperson Communications

9. Superintendent's Communications

10. School Committee Member Communications

11. Public Hearing

a. Students (Agenda/Non-agenda Items)

b. Members of the Public (Agenda Matters Only)

12. Consent Agenda/Consent Calendar

RESOLUTIONS

SPONSORED BY FRANK LOMBARDI

NO. 09-7-1 - Whereas, Gianna Velino, a student at the Cranston Area Career and Technical Center, has been elected to represent Region 1 on the High School Division of the National SkillsUSA Office Team, and

Whereas, Gianna maintains a GPA of 3.875 and is a member of both the National Technical Honors Society and the National Honors

Society,

Be it RESOLVED, that the Cranston School Committee extend its congratulations to Gianna for her outstanding accomplishments,

Be it further RESOLVED, that Gianna be presented with a copy of this Resolution signed by the members of the Cranston School Committee.

SPONSORED BY STEVE STYCOS

NO. 09-7-2 – Whereas, the Cranston School Committee has been forced to make major cuts in high school activities,

Whereas, the Cranston School Committee receives no compensation,

Whereas, members of the Cranston City Council are paid only \$4,000 a year,

Whereas, Cranston has no elections during the upcoming fiscal year, The Cranston School Committee directs the chairman to write to the three members of the Cranston Board of Canvassers requesting that they donate their \$4,048 annual salaries to the Cranston School Department to fund high school activities at each high school. If received, the money will be equally divided between Cranston High School East and West and each principal shall determine how it is

spent to best benefit Cranston's students.

SPONSORED BY STEVE STYCOS

NO. 09-7-3 - Whereas, the Cranston School Committee supports reducing the cost of government,

Whereas, the Cranston School Committee recognizes the City of Cranston's financial difficulties,

Whereas, the Cranston School Committee wants to continue the discussion with the City of Cranston concerning the reinstated practice of charging the school department sewer fees,

Be it RESOLVED, that the Cranston school department custodians shall pick up the trash at playgrounds adjacent to schools to allow a more efficient use of city funds,

Be it further RESOLVED, that a letter be sent to the mayor, city council, and recreation director, notifying them of this resolution and asking them to contact the school department if there is any problem with the trash collection by school department custodians.

ADMINISTRATION

NO. 09-7-4 – RESOLVED, that at the recommendation of the Superintendent, the appointment of Assistant Superintendent effective July 1, 2009, be approved. Fiscal Analysis attached.

NO. 09-7-5 – RESOLVED, that at the recommendation of the School Committee, the contract for the Superintendent effective July 1, 2009, be approved. Fiscal Analysis attached.

PERSONNEL

NO. 09-7-6 – RESOLVED, that at the recommendation of the Superintendent, the appointment of the following Program Supervisor(s) be approved:

Jill Cyr, Art

Patricia Capuano, Math

Leslie Conley, Guidance

Kimberly, Perry, Social Work

Katherine Deschene, Psychology

Mary Jo Reidy, Speech and Language

NO. 09-7- 7 - RESOLVED, that at the recommendation of the Superintendent, said certified personnel be recalled from layoff, and

Be it further RESOLVED, that the Superintendent notify those individuals of the committee's actions.

NO. 09-7-8 - RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed as substitutes on a temporary basis as needed:

Kristin DellaTorre, Secondary English

Bryn Evans, General Subject Matter K-12

Marisa Marraffino, Special Ed. Elem/Middle/Secondary

Mia Acciardo, Special Ed. Elem/Middle/Secondary

Selaina Lupo, Special Ed. Elem/Middle/Secondary

Gioia DiSanto, Special Ed. Elem/Middle/Secondary

NO. 09-7- 9 - RESOLVED, that at the recommendation of the Superintendent, the following certified staff member be granted a leave of absence without compensation as provided in Article XIX, Section B.4 of the Master Agreement between the Cranston School Committee and the Cranston Teachers' Alliance:

Phyllis DeMaio, Teacher

Stone Hill

Effective Date – August 2009 to August 2010

NO. 09-7-10 - RESOLVED, that at the recommendation of the Superintendent, the retirement of the following certified personnel be accepted:

William D'Amico, Teacher

NEL/CPS Construction Career Academy

Effective Date – June 25, 2009

NO. 09-7-11 - RESOLVED, that at the recommendation of the Superintendent, the resignation(s) of the following certified personnel be accepted:

Jessica Greene, Teacher

Leave

Effective Date – June 24, 2009

Mary Renee Doelling, Teacher

Leave

Effective Date – June 30, 2009

NO. 09-7-12 - RESOLVED, that at the recommendation of the Superintendent, the following non-certified personnel be appointed as substitutes on a temporary basis as needed:

Ralph Turner, Custodian

Donald Albertson, Bus Driver

NO. 09-7-13 – RESOLVED, that at the recommendation of the Superintendent, the retirement(s) of the following non-certified personnel be accepted:

Lawrence DeFusco, Custodian

Plant

Effective Date – June 5, 2009

Howard Mersereau, Bus Driver
Transportation
Effective Date – June 23, 2009

Angela Gonsalves, Manager
Food Service
Effective Date – August 3, 2009

NO. 09-7-14 - RESOLVED, that at the recommendation of the Superintendent, the resignation(s) of the following non-certified personnel be accepted:

Mary Steppo, 3hr Food Service Worker
Food Service
Effective Date - June 25, 2009

POLICY AND PROGRAM

NO. 09-7-15 - RESOLVED, that at the recommendation of the Superintendent, the following Conferences/Field Trips of Long Duration be authorized:

1. Kathleen Magiera, Medicaid & Special Ed. Census Supervisor, to travel to San Diego, CA to attend the National Alliance for Medicaid in

Education from October 13, 2009 through October 16, 2009. All expenses to be paid through Fund 1 account.

2. Steven M. Stoehr, teacher and football coach at Cranston High School West, and sixty (60) students to travel to Saxtons River, VT to attend a Football Camp at Vermont Academy from August 25, 2009 through August 27, 2009, at no cost to the School Department. Please see information on the attached Field Trip of Long Duration form.

3. Aimee Duarte and Steve DeRosa, both teachers at the Cranston Area Career & Technical Center and twenty-nine (29) students to travel to Philadelphia, PA to attend the VGXPO Education and Job Fair from October 9, 2009 through October 11, 2009, at no cost to the School Department. All expenses are paid for through the Perkins Grant at this time. Please see information on the attached Field Trip of Long Duration form.

POLICIES

NO. 09-7-16 - RESOLVED, that Non-Bargaining Unit/Non-Certified Part-time Personnel Policy, with modifications, be approved for second reading.

NO. 09 -7-17 - RESOLVED, that the Physical Restraint Policy be approved for second reading.

NO. 09 -7-18 - RESOLVED, that Policy #6154, Homework Policy, as amended, be approved for first reading.

NO. 09 -7-19 - RESOLVED, that the Policy #5124 (a,b,c,d) District Grading Policy for High Schools, as amended, be approved for second reading.

NO. 09 -7-20 - RESOLVED, that the Policy #5125(a) FERPA (Family Education Rights and Privacy Act) as amended, be approved for first reading.

NO. 09-7-21 – RESOLVED, that Policy #6164.8 Wellness Policy, as amended, be approved for first reading.

13. Action Calendar/Action Agenda

BUSINESS

Purchases and Purchased Services

NO. 09-7-22 – RESOLVED, that the Operating Budget for 2009-2010 as adopted by the School Committee be revised.

NO. 09-7-23 - RESOLVED, that the following purchases be approved:

Technology Education Supplies in the amount of \$21,097.16

Number of bids issued 71

Number of bids received 33

Library Supplies in the amount of \$3,853.60

Number of bids issued 5

Number of bids received 4

Delivery and Installation of Burners to Garden City School, George J. Peters School and Barrows School in the total amount of \$38,698.00

Number of bids issued 5

Number of bids received 3

NO. 09-7- 24 - RESOLVED, that the following purchases be approved: (Fund 3)

Cafeteria Supplies in the amount of \$314, 657.15 to be used during the period of July 1, 2009 through December 31, 2009.

Number of bids issued 8

Number of bids received 3

NO. 09-7- 25 - RESOLVED, that the following purchases be approved:

(Perkins Grant)

Crestline Dampening Water System for the Ryobi Print Press at the CAC&TC in the amount of \$4,895.

Number of bids issued 5

Number of bids received 1

13. Action Calendar/Action Agenda

14. New Business

15. Public Hearing on Non-agenda Items

16. Announcement of Future Meetings

17. Adjournment

School Committee members who are unable to attend this meeting are asked to notify the Chairman in advance.

Any changes in the agenda pursuant to RIGL 42-46-6(e) will be posted on the school district's website at www.cpsed.net, Cranston Public Schools' Administration Building, 845 Park Avenue, Cranston, RI; and Cranston City Hall, 869 Park Avenue, Cranston, RI and will be electronically filed with the Secretary of State at least forty-eight (48) hours in advance of the meeting.

Notice Posted: July 16, 2009/Cranston Herald

NON BARGAINING UNIT/NON-CERTIFIED PART TIME PERSONNEL POLICY

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

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

Probationary Period

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

to determine the potential for continuing employment with the school district.

Work Week

The normal work week will be less than forty (40) hours. The employee is not eligible for overtime. Compensatory time or “Comp Time” programs are prohibited unless authorized by the Chief Operating Officer.

Performance Appraisals

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

Merit Increases

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

Resignation

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

Confidentiality

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

Worker's Compensation

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

Pension

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

Tax Sheltered Annuity Program

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

Vacations, Holidays and Leaves

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

An employee is entitled to:

Vacation

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

6 YEARS or MORE Three (3) Recess Periods

Holidays

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

HOURS WORKED

15-19

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

WORKED HOURS

20-39

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

Paid Time for Illness

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

days based upon the following:

Years Days

1 to 5 3

6 or more 5

The employee must have worked eighty-five (85%) of the previous year to receive their allotment of sick days for the current year. Sick time should be used only for legitimate illness of the employee. Any absence due to illness in excess of three (3) consecutive days will require a physician's note which will outline the reason for the illness, next evaluation and/or return date. Unused sick time will not accumulate.

Leaves of Absence

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

Bereavement Days

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

Jury Duty

Should the employee be called to serve on a jury during a scheduled work day, the school district will pay the regular wages for that day

and the employee

will be required to submit his\her compensation from the court system to the payroll department.

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

The employee may also qualify for the following unpaid leaves:

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

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

Policy Adopted: CRANSTON PUBLIC SCHOOLS

CRANSTON PUBLIC SCHOOLS

Procedures Regarding

Prevention and Crisis Intervention/Physical Restraint

For Safety Promotion

Intent:

The intent of these procedures is to ensure that every student participating in Cranston Public Schools is free from unreasonable and unnecessary physical restraint and that such an intervention is used only in emergency situations after other less intrusive alternatives have failed or been deemed inappropriate. These procedures reflect a policy prohibiting corporal punishment. They promote the use of positive, preventive behavioral supports that significantly limit the need for physical intervention, restrict the use of physical force, and ensure that physical restraint is administered in the least intrusive manner possible. These procedures delineate appropriate practice in those instances where physical restraint is absolutely necessary to protect a student or students, staff and/or other school members from imminent, serious physical harm.

The Cranston Public Schools has established the procedures described in this document for the purposes of:

a. Promoting student safety and preventing student violence,

self-injurious behavior and suicide, including de-escalation of potentially dangerous behavior that may occur with an individual student or among groups of students;

b. Establishing effective crisis intervention practices and, when necessary to ensure safety, appropriate physical intervention procedures;

c. Keeping all school members informed regarding these procedures as well as preventive interventions, de-escalation, types of restraints and related safety considerations, administering physical restraint in accordance with behavioral intervention plans and/or known medical or psychological limitations;

d. Identifying staff who are authorized to serve as a school-wide resource to assist other staff in proper administration of these practices, and provide these staff with advanced training beyond the basic information provided to all staff.

e. Reporting crisis intervention/physical restraint incidences to parents, the Cranston Public Schools' administration, and the Rhode Island Department of Education.

Emergency Situations:

The Cranston Public Schools is committed to maintaining a safe school environment.

While the procedures contained herein direct the use of crisis intervention/physical restraint, they do not prohibit any Cranston Public Schools teacher, employee, or agent from using reasonable force to protect students, other persons, or themselves from imminent, serious physical harm.

A. Keeping all School Members Informed

Annual Professional Development:

Each school year, Cranston Public Schools policies and procedures described in this document are reviewed and provided to all school staff and parents. Others wishing to review a copy of this document can access it by:

Cranston Public Schools Website: www.cpsed.net

Copies are available in the main office of each school

Contact Person: Executive Director of Pupil Personnel and Curriculum

Within the first month of school, the staff training is conducted as outlined below. Staff who are employed after the school year begins are provided this training as part of their initial orientation within the first month of their employment by their building principal or responsible administrator.

Staff hired after the beginning of the school year will be trained in

strategies and de-escalation technique CPI --- by their building or responsible administrator/designee. Training will consist of CPI, intervention technique, and district policy.

Schedule or Timelines Training Component Training Activities
Prior to the opening of school and on-going as needed.

District Procedures

Positive Behavioral
Supports for All Students

Behavioral Interventions for Challenging Behavior, including
Behavioral Functional Assessment

De-escalation during crisis

Types of Physical Restraint and Related Safety Considerations

Administering Physical Restraint in accordance with Individual Student Behavioral Intervention Plans and with known medical or psychological limitations. All staff will be trained concerning this policy by their building principal or responsible administrator during the teacher orientation period immediately before the opening of school in September or during the September staff meetings.

Parents will be made aware of the policy through mass mailing.

Designated administrative staff have been and will be trained as certified trainers for the Crisis Prevention Institute and will provide training for Crisis Team members in each school. All schools will have a minimum of one staff member trained. The initial training will include all building administrative staff.

B. Methods for Promoting Safety and Preventing Violence

1. Social and Emotional Learning for All Students:

The Cranston Public Schools is engaged in a multi-year program to train all elementary and middle school staff in the nationally validated Second Step Violence Prevention program. Four district staff members are certified trainers for the Second Step program and have been and will continue to provide this training. All classroom materials are provided.

The Cranston Public Schools has instituted a developmental guidance program K-12 which also deals with violence prevention and conflict resolutions.

At the middle and high school levels, such programs as Project Respect continue the theme of conflict resolution and violence prevention.

2. Behavioral Intervention to Support Students Facing or Posing Behavioral Challenges

To support productive relationships and learning and to enhance connection to school for students who face or pose emotional or behavioral challenges, the following procedures are established in the Cranston Public Schools:

- Functional Behavioral Assessment: Functional Behavioral Assessments are provided through the Pupil Personnel Staff on**

referral as necessary.

- **Behavioral Intervention Strategies or Plans:** Behavioral Intervention Plans are developed through the Response to Intervention (RTI), 504 Plans and through the IEP process. The Cranston Public Schools has a full range of behavioral specialists to assist in this process including school psychologists, school social workers, behavior intervention specialists, and consulting psychiatrists.

3. Crisis Intervention: De-escalation Procedures

Despite the use of positive behavioral supports and interventions, there may be instances when the behavior of one or more students escalates beyond the student's immediate control, creating danger of violence or self-injury. Safety precautions considered, the first course of action should be the application of specific intervention strategies designed to diffuse the situation by addressing students' emotional needs and de-escalating the immediate behavior. The intent of

de-escalation is to restore the student (s) capacity to control the immediate impulse/behavior and move toward safer or more constructive resolution of the immediate problem situation.

In the event of student behavior representing a crisis, the following de-escalation strategies should be employed:

The initial strategies delineated through the initial training, through Second Step, or through the Crisis Prevention Institute training may be utilized.

4. Crisis Intervention: Physical Restraint

Restraint Procedures:

It is the policy of the Cranston Public Schools that physical restraint is used only in the following circumstances:

 When non-physical interventions were not or would not be effective; and

 The student's behavior poses a threat of imminent, serious physical harm to self and/or others; and where applicable,

 In circumstances where a behavioral intervention plan is already developed for the student and the plan has been fully implemented as specified.

The Cranston Public Schools limits the use of such force to the amount and duration necessary and reasonable to protect a student or another member of the school community from assault or imminent, serious physical harm.

In the event that physical restraint becomes necessary:

- 1. Every attempt should be made to alert additional school personnel for observation or assistance as needed or indicated.**
- 2. Only the safest physical restraint methods are to be used.**
- 3. Every effort should be made to isolate the restraint situation, to avoid prolonging or escalating the situation, and only necessary personnel should be present.**
- 4. If the duration of a physical restraint is prolonged, or student becomes deliberately and dangerously assaultive, the students' parent (s) or guardian (s) must be notified to remove him/her from school as soon as possible to avoid further danger. Any contact with police should follow the district policy.**
- 5. If the student exhibits suicidal or homicidal indicators, the district or school crisis team must be contacted for further intervention in accordance with district policy.**
- 6. The student should be released slowly from the restraint, in stages,**

to ensure that

he/she has regained self-control and no longer presents an apparent danger.

7. Any injury occurring during a restraint must be treated immediately by the

appropriate medical personnel, school nurse, or if necessary, the Cranston Rescue

Unit. Injuries will be recorded in the Physical Restraint Report. Injury Reports

will be completed according to district procedures and provided to the school nurse.

8. As soon as possible following the incident, but no later than the next school day,

the staff member (s) who administered the restraint will document/debrief the incident in a Physical Restraint Report and inform the building principal. The

written report is forwarded to the office of the Superintendent.

9. Follow-up steps include parent notification, review of restraint with student, staff

involved and the appropriate administrator, and consideration of further action, including

preventive behavioral interventions.

5. Restraint Prohibitions

Physical restraint is prohibited in the following circumstances, consistent with Rhode Island Physical restraint regulations effective September 2, 2002:

a) As a means of punishment;

b) As in any intervention which is designed to subject, used to subject, or likely to

subject the student to verbal abuse, ridicule or humiliation, physical pain, or

which can be expected to cause excessive emotional trauma;

c) As in any intervention which denies adequate sleep, food, water, shelter, bedding

or access to bathroom facilities;

d) As in a restrictive intervention which employs a device or material or objects that

simultaneously immobilize all four extremities, including the procedure known as

prone containment, except that prone containment may be used by trained

personnel as a limited emergency intervention when a

documented part of a

previously agreed upon written behavioral intervention plan;

e) As in seclusion, unless under constant surveillance and observation when

documented as part of a previously agreed upon written behavioral intervention

plan;

f) As in any intervention that precludes adequate supervision of the student;

g) As in any intervention which deprives the student of one or more of his or her senses.

6. Restraint Safety Procedures

The following safety procedures are in effect, consistent with Rhode Island Physical Restraint Regulations effective September 1, 2002;

a) Restraint is administered in such a way so as to prevent or minimize

physical harm. If, at any time during a physical restraint/crisis intervention,

the student demonstrates significant physical distress, the

student is released

from the restraint immediately, and school staff are directed to take steps to

seek medical assistance.

b) Program staff must review and consider any known medical or psychological

limitations and/or behavioral intervention plans regarding the use of physical restraint/crisis intervention on an individual student.

c) Restraint is administered in such a way that the student is never at any time

prevented from breathing or speaking. During the administration of a restraint,

a staff member will continuously monitor the physical status of the student,

including skin color and respiration. A restraint ceases immediately upon

determination by the staff member administering the restraint that the student

is not longer at risk of causing imminent physical harm to him or herself or others.

d) Following the release of a student from restraint, the following follow-up procedures are implemented:

 Appropriate staff will review the incident with the student, as appropriate, to address the behavior that precipitated the restraint;

 The administrator, principal will review the incident with the staff person (s) who administered the restraint to discuss whether proper restraint procedures were followed and consider whether any follow-up is appropriate for the student and for students who witnessed the incident.

 The administrator (specify as above) will review the incident with the student and consider whether any follow-up is appropriate for the student and for students who witness the incident.

 School personnel will follow the Cranston Public Schools Disciplinary Code which includes parent notification and meetings as follow-up to the use of restraint.

C. Authorized Staff

Only trained personnel authorized by the Cranston Public Schools may administer physical restraint with students. Whenever possible, the administrator of a physical restraint shall be witnessed by at least one adult who does not participate in the restraint. This training requirement does not preclude any teacher, employee or agent of the Cranston Public Schools from using reasonable force necessary to protect students, other persons, or themselves from imminent,

serious physical harm.

The following staff has received advanced training in the use of crisis intervention/physical restraint and are authorized either to administer restraint or to also serve as a school-wide resource to assist staff in ensuring proper administration of crisis interventions and physical restraint:

School Staff Designation/Authorization/Role

All Schools

The CPS will have at least one Staff member certified as a CPI Trainer.

Principals/Assistant Principals

Designated staff at each bldg.

A list of CPI trained staff will be maintained in the school Crisis Response Plan and a master list will be maintained at Central Office. Certified CPI Trainer

CPI Trained

Advanced Training for Authorized Staff: Training Requirements:

In addition to the basic training provided all staff regarding these procedures, the following advanced training is required for staff considered by the Cranston Public Schools to be qualified to administer physical restraint procedures with students:

Crisis Prevention Institute Training

For staff designated to serve as staff trainers or resource persons for colleagues and parents in the use of crisis intervention/physical restraint, the following program of advanced training is required:

Certification as a trainer through the Crisis Prevention Institute. Maintenance of this certification requires annual renewal.

D. Reporting Instances of the Use of Physical Restraint/Crisis Intervention

As soon as possible, but no later than the next school day, the staff member who administers a physical restraint/crisis intervention

submits a written report to the building principal who will submit a report to the Superintendent using the reporting format in Appendix A.

The Superintendent's Office will maintain an ongoing written record of all reported instances of physical restraint.

As soon as possible, but no later than two school days, the student's parent (s) or guardian (s) are notified of the restraint incident by phone, mail or in person. Records of parent notification are maintained in the Physical Restraint/Crisis Intervention Report.

Each year the Cranston Public Schools shall submit a report regarding all incidents of the use of physical restraint to the Rhode Island Department of Education.

E. Procedures for Investigating Complaints

Complaints concerning the implementation of this policy will be handled through the Cranston Public Schools existing policy and procedure.

Policy Adopted: Cranston Public Schools

INSTRUCTION 6154

Homework Policy

PURPOSE

The purpose of homework is the independent practice of skills and concepts that promote grade level /span expectations and curriculum that have been modeled and taught in the classroom. Homework serves to develop individual study skills and responsibility while reinforcing skills and concepts. The purpose of homework may include practice, preparation and/or the extension of instructional objectives aligned to the curriculum.

AMOUNT AND FREQUENCY

Elementary Schools- Grades K-6

Therefore, it is the policy of the School Committee that every student will be assigned homework on a regular basis by every teacher wherein such is appropriate. The following time chart suggests a minimum average assignment time that Cranston Public school elementary students shall spend on homework, daily, Monday-Thursday, with the exception of long-term projects, which may cover a number of weeks. Homework shall not be assigned over religious, secular, federal or state holidays. Homework shall not be assigned during scheduled holidays. Long term projects will not be due the day following an extended vacation.

ELEMENTARY GRADES (K-6) Suggested Minimum Average TOTAL time

Kindergarten Subject to teacher discretion but not exceeding 10 minutes

Grade 1 10 minutes

Grade 2 20 minutes

Grade 3 30 minutes

Grade 4 40 minutes

Grade 5 50 minutes

Grade 6 60 minutes

INSTRUCTION 6154 (cont'd)

Homework Policy

Secondary Schools- Grades 7-12

The following time chart suggests a minimum average assignment time that Cranston Public school secondary students shall spend on homework, daily, Monday-Friday, with the exception of long-term projects, which may cover a number of weeks.

SECONDARY SCHOOLS Suggested Average TOTAL time

Grades 7 and 8 70-80 minutes*

Grades 9-12 90 + minutes*

***Occasionally extenuating circumstances at the Secondary level, for example in Honors and Advanced Placement courses, may present the need for students to work additional minutes in order to complete assignments.**

Teachers need to be cognitive of student workloads and therefore give flexible due dates so that students may plan for the appropriate submission of homework. Concerns about the workload should first be addressed to the classroom teacher by a student and/or parent. If the issue remains unresolved, the department chair or chairs should be consulted. They will make further recommendations.

RESPONSIBILITIES

Students are responsible for recording homework in an appropriate organizer such as a homework folder, etc. Students must take home

all necessary materials. All homework must be completed and returned to the teacher on the appropriate due date. Homework should be completed according to the directions and expectations of the teacher. If a student is confused by an assignment, the student should come to school with specific questions that demonstrate that he/she has put forth sufficient effort.

Teachers are responsible for communicating and following the homework policy by assigning relevant, valid assignments aligned to the instructional objectives. Directions and expectations are to be stated clearly. Appropriate feedback to students and parents should be given in a reasonable amount of time.

Administrators are responsible for communicating the homework policy to the community and monitoring it in the school.

Parent/Guardians are responsible to providing an appropriate setting or environment to help promote learning through the independent practice of homework. It is the responsibility of the parent/guardian to monitor the student's academic performance and completion of homework assignments. This may include signing any papers that require a signature.

Policy Amended: Cranston Public Schools

DISTRICT GRADING POLICY

Reporting to Parents/Guardians and Students

Procedure

- 1. Teachers will be expected to maintain accurate records of student progress and class attendance. These records will be used to determine quarterly grades.**
- 2. Teachers will be expected to use a variety of means to determine and report student progress. Never should the quarterly grade be determined on the basis of just one test or project.**
- 3. Behavior/citizenship will not be considered a factor in the determination of the academic grade. There is a separate code for noting student decorum.**
- 4. The following numerical equivalent for use in the letter grade reporting system will be used by all secondary teachers for the calculation of all marking period and cumulative grades:**

97-100 A+ Superior

93-96 A Excellent

90-92 A- Outstanding

87-89 B+ Very good

83-86 B Good

80-82 B- Above average

77-79 C+ High average

73-76 C Average

70-72 C- Low average

67-69 D Below average

63-66 65-69 D Poor

50-59 50-64 F Failure (Eligible for summer school)

00-49 F- Low Failure (Eligible for summer school as determined by the principal)

5. The calculation and reporting of each marking period grade will be independent of the grade earned during the preceding marking period(s).

6. The cumulative grade considers each marking period grade as a separate and equal grade, and it will be reported as an average of the equivalent numerical grades.

Students 5124(b)

Reporting to Parents/Guardians and Students

Procedure continued:

7. Interim reports will be issued at the approximate midpoint of each marking period to all students with an apparent cumulative or marking period grade average in the failing range. The purpose of the Interim Report is to provide a warning and to seek grade improvement. Any teacher issuing a failing grade without first having

issued an interim warning – for reasons beyond the teachers’ control, will do so only with the permission of the principal.

8. Student grades will be treated as a confidential communication between the school and the student/home. Grades of individuals will not be publically posted or announced.

9. Nothing in this procedure will exclude a student’s right of appeal.

Report Card Comments

The present secondary reporting system used in The Cranston Public Schools limits “teacher remarks” to one of five “effort” comments (excellent, satisfactory, unsatisfactory, work improving, work dropping) and one of three “citizenship” comments (excellent, satisfactory, unsatisfactory). The proposed academic reporting system makes several of these comments unnecessary, as it will be visually apparent if the student’s work is improving or declining.

Present technology provides an opportunity for the teacher to easily convey an expanded number of remarks to the student/parent, both in the form of praise or notes for improvement. In keeping with the intent of The Cranston Public Schools to provide clear, accurate and timely information, this committee therefore recommends that:

The available comment option of the grade reporting system be explored and possibly expanded.

Interim Reports

Interim reports are an important form of communication between the classroom teacher and the parent. Interim reports do represent an opportunity for the teacher to communicate positive messages to parents. Interim reports also represent

Students 5124(c)

Reporting to Parents/Guardians and Students

Interim Reports Continued

an attempt to notify the parent and student of serious academic concerns and, more importantly, to elicit parental involvement so that remediation of the problem(s) can take place prior to the end of the quarter in accordance with the following procedure:

Interim reports are to be sent to parents when the need becomes obvious

or at the middle of the first, second, third, and fourth marking periods under

the following conditions:

1. Whenever a student is failing or is in danger of failing on a quarterly and/or cumulative basis.

- 2. Whenever a student's quarterly grade has dropped two or more letter grades (second, third, fourth marking periods).**
- 3. Whenever a teacher determines that an Interim report would be helpful.**

Present technology provides an opportunity for the teacher to easily convey an expanded number of remarks to the student/parent, both in the form of praise or notes for improvement. In keeping with the intent of The Cranston Public Schools to provide clear, accurate, and timely information, this committee therefore recommends that:

The available comment option of the interim reporting system be explored and possibly expanded.

Grade Point Average Calculations

In keeping with guidelines of the National Association of Secondary School Principals, the table below will be used to assign quality points based on final grades in all courses. These quality points will be used to calculate a grade point average. This system utilizes a two level (Honors-AP, College Prep-General) system to encourage and reward students to participate in as vigorous an academic program as is reasonable. The grade point average is used to determine eligibility for the high school honor roll, membership in the several honor societies, and the student's rank in class.

Students 5124(d)

Reporting to Parents/Guardians and Students

Grade Point Average Calculations Continued

CORE COURSES

MARK HONORS C.P. GENERAL

A+ 5.3 4.3 4.3

A 5.0 4.0 4.0

A- 4.7 3.7 3.7

B+ 4.3 3.3 3.3

B 4.0 3.0 3.0

B- 3.7 2.7 2.7

C+ 3.3 2.3 2.3

C 3.0 2.0 2.0

C- 2.7 1.7 1.7

D+ 1.3 1.3 1.3

D 1.0 1.0 1.0

D- 0.7 0.7 0.7

F 0 0 0

F- 0 0 0

M not included in calculations

N not included in calculations

S not included in calculations

W not included in calculations

U not included in calculations

A Core Course is one which is at least 75% academically oriented and has course objectives designed to prepare the student for matriculation at a four year college.

1. AP and Honor* courses will be weighted the equivalent of one letter grades. These courses will not be weighted if the final grade is below “C”.

2. Non-core courses will be treated as general courses unless specifically approved otherwise by the Director of Curriculum or Assistant Superintendent.

3. Grade point average will be calculated using the final cumulative grade.

4. A cumulative grade point average will be calculated at the end of grades, 9, 10, 11, and 12 for all students.

***Early Enrollment courses are considered Honor Courses.**

Policy Amended: Cranston Public Schools

5125(a)

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

NOTIFICATION OF RIGHTS

The Cranston Public Schools makes school records available to parents and students over 18 years of age (“eligible students”) according to the Family Educational Rights and Privacy Act (FERPA). This Act is amendable only by the U.S. Congress and any changes in the law shall supersede local policy. This policy will be reviewed for appropriate amendments within a reasonable period after changes in the law and/or regulation. In regard to the student’s education records, FERPA affords the following rights to parents and “eligible students”:

1.) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access, unless a shorter time is required by any other state or federal statute. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to

amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional Information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3.) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a

disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Directory type information is also disclosed without consent in a manner consistent with FERPA and the District policy regarding education records. Directory type information includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, electronic mail address, photograph, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous education agency or institution attended.

4.) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

**The name and address of the Office that administers FERPA is:
Family Policy Compliance Office, U.S. Department of Education, 400**

Maryland Avenue, SW, Washington, DC 20202-4605.

A copy of the Cranston Public Schools policy regarding education records is available in the Office of the Superintendent of Schools.

5125(b)

CRANSTON PUBLIC SCHOOLS

EDUCATION RECORDS AND CONFIDENTIALITY

The following procedures, which have been established by the Cranston Public School Committee to protect the confidentiality of education records, are based upon the requirements of the Family Educational Rights and Privacy Act (34CFR, Part 99 as amended), the Individuals with Disabilities Education Act, the General Laws of Rhode Island, and the Rhode Island Regulations of the Board of Regents for Elementary and Secondary Education Governing the Special Education of Students with Disabilities. These policies and procedures pertain to the inspection, review, amendment, transfer, maintenance and destruction of education records.

A. DEFINITION OF TERMS

In its policies and procedures for student education records, the Cranston Public Schools uses the following definition of terms:

1. Student any person who attends or has attended a school in the Cranston Public School District.

2. Eligible Student a student or former student who has reached eighteen (18) years of age or is attending an institution of post secondary education.

3. Parent a parent of a student, including natural parent, a guardian or individual acting as a parent in the absence of a parent or a guardian.

4. Education Records

any information recorded in any way, including but not limited to, handwriting, print, tape, film, microfilm, microfiche, and computer media, that is: 1) directly related to a student 2) maintained by the school district or by a party acting for the school district and 3) directory information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes but is not limited to, the student's name, address,

telephone listing, date and place of birth, electronic mail address, photograph, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous education agency or institution attended.

5. Educational Records

Do Not Include

(1) Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

(2) Records of the law enforcement unit of an educational agency or institution, subject to the provisions of §99.8.

(3) (i) Records relating to an individual who is employed by an educational agency or institution that:

(A) Are made and maintained in the normal course of business;

(B) Relate exclusively to the individual in that individual's capacity as an employee; and

(C) Are not available for use for any other purpose.

(ii) Records relating to an individual in attendance at the agency or institution who is employed as a result of his or her status as a student are education records and not excepted under paragraph (b)(3)(i) of this definition.

(4) Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are:

(i) Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;

(ii) Made, maintained, or used only in connection with treatment of student; and

(iii) Disclosed only to individuals providing the treatment. For the purpose of this definition, “treatment” does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution; and

(5) Records created or received by an educational agency or institution after an individual is no longer a student in attendance and that are not directly related to the individual’s attendance as a student.

(6) Grades on peer-graded papers before they are collected and recorded by a teacher.

6. Personally Identifiable Information information that includes, but is not limited to:

- the student’s name**
- the name of the student’s parent or other family members**
- the address of the student or student’s family**
- a personal identifier, such as the student’s social security**

number, student's school identification number, or biometric record

- a list of personal characteristics that would make the student's identity easily traceable

- other information that would make the student's identity consent easily traceable

- information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the educational record relates.

7. Written Consent Original signed authorization only. The Cranston Public Schools will not accept photocopied authorizations or facsimile transmissions for request for records. Authorization/requests must be signed in ink and include the name, date of birth and the types of educational records requested. Telecopied requests must be followed by the original signed authorization before records will be released.

B. CONFIDENTIALITY/ANNUAL NOTIFICATION OF RIGHTS

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 are notified annually by the Cranston Public Schools of the rights accorded to them by the Family Educational Rights and Privacy Act (FERPA) as amended by the Improving America's School Act of

1994 and the USDE regulations of November, 1996 and revised FERPA regulations issued on December 8, 2008, which took effect January 8, 2009. Parents of middle school, high school students, and eligible students are notified annually of their FERPA rights through publication in the middle school and high school handbooks. Parents of all students are notified annually through publication in the summer edition of the CRANSTON QUARTERLY.

The annual notification of rights informs parents/eligible students that they have the right to:

- 1. Inspect and review the student's education records;**
- 2. Request the amendment of the student's education records to ensure that the records are not inaccurate, misleading or otherwise in violation the student's privacy rights or other rights;**
- 3. Consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA regulations authorize disclosure without consent;**
- 4. 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**
- 5. Obtain a copy of the policies of the Cranston Public Schools for student education records. Copies of these policies are located in the offices of the Superintendent of Schools and the Executive Director of Pupil Personnel Services.**

C. CUSTODIAN OF EDUCATION RECORDS

The Superintendent of Schools or his/her designee is the district-wide custodian of education records. The Office of the Superintendent is located at 845 Park Avenue, Cranston, RI 02910.

Listed below are the types and locations of education records that are maintained by the Cranston Public Schools and the school personnel whom the Superintendent designates as building-level custodian of these records:

Types of Records

Cumulative School Records (including attendance & discipline)

Special Education

Limited English Proficiency

Chapter I & Literacy

Grades

K-12

Ages 3-21

K-12

K-12 Location

Elementary Schools

Special Services Center & Copy at the School

School

School

Custodian

School Principal

Exec. Dir. Of Pupil Personnel Srvc c/o

Dir. Of Special Ed

School Principal

School Principal

Health Records K-12 Office of School Nurse at School in which

Student is Currently Enrolled School Principal

Types of Records

Records of Students who have Graduated or Left School

District Grades Location

Last School Attended Custodian

Principal c/o Assistant Principal for Student Services

**Inactive Special Education Special Services Center Ex. Dir. Of Pupil
Services c/o**

Dir. of Special Ed.

D. ACCESS TO EDUCATION RECORDS

1. Parents of students and eligible students may, upon request, inspect and review the student's education records. Parents of students and eligible students must submit to the administrator who is designated as the building-level custodian of records a written request for student records that identifies as accurately as possible the record or records for which the request for inspection and review is submitted. An authorized school district official will notify the parent or eligible student of the date, time and location where the records may be inspected and reviewed. Request by parents and eligible students to inspect and review the student's education records will be accommodated within a reasonable period of time but, in no case, more than forty-five (45) calendar days after the receipt of such requests. The Cranston Public Schools will respond to requests for explanations and interpretations of the records.

2. As required by the Rhode Island Regulations of the Board of

Regents for Elementary and Secondary Education Governing the Special Education of Students with Disabilities, the Cranston Public Schools shall permit parents of students receiving special education or related services to inspect and review any special education records relating to their student which are collected, maintained, or used by the district. The Cranston Public Schools will comply with a parental request without unnecessary delay to inspect and review their student's special education records and before any meeting regarding an individualized education program (IEP) or hearing relating to the identification, evaluation, or educational placement of the student, or the provision of free appropriate public education (FAPE) to the student, and in no case more than ten (10) calendar days after the request has been made.

This includes the right to a response to reasonable parental requests for explanations and the interpretations of the student's records; and the right to have a representative of the parent inspect and review the student's records.

3. The Cranston Public Schools provides to a parent or eligible student a copy of the student's education records if failure to do so would effectively prevent the parent or eligible student the right to inspect and review such records. The Cranston Public Schools reserves the right to charge a fee of 15 cents per page for copies of student education records, provided the fee does not effectively prevent parents from exercising their right to inspect and review

those records.

4. If any education record includes information about more than one (1) student, the parents of those students shall have the right to inspect and review only the information relating to their student or to be informed of that specific information.

5. The Cranston Public Schools will disclose information from a student's education records only with the written consent of the parent or eligible student or with the following exceptions:

a) To school officials who have a legitimate educational interest in the records.

1.) A school official is:

*** a person employed by the district as an administrator, supervisor, teacher, teacher assistant, administrative assistant, secretary or clerk.**

*** a person elected to the school district's board of education, when board action regarding a student is required.**

*** a person employed by, under contract to, or whose services are purchased by the school district to perform a special task, for example, a consultant, evaluator, related service provider, expert witness, or an attorney, psychiatrist, educational collaborative, etc.**

2.) School officials have a legitimate educational interest when the official is:

- * performing a task or responsibility that is specified in his or her job description,**
- * performing a task related to a student's education.**
- * performing a task related to the discipline of a student.**
- * providing a service or benefit to the student and/or the student's family including, but not limited to, health care, parent effectiveness training, counseling, homebound instruction, job placement and financial aid.**
- * providing a purchased service i.e. counseling, evaluation, therapy, consultation, etc.**
- * providing legal representation to the school district.**
- * performing administrative or other educational responsibilities prescribed by the district.**

The district shall use reasonable methods to ensure that school officials obtain access to only those records in which they have legitimate educational interests.

b) To officials of another school, school system or institution of postsecondary education in which a student seeks or intends to enroll. Upon request of the parent or eligible student, a copy of the record that was disclosed will be provided and upon request, an opportunity for a hearing will be provided.

c) To authorized officials of the U.S. Department of Education, the Comptroller General of the United States, and state and local educational authorities, provided the disclosure of the information pertains to state- supported or federally-supported education program.

d) To accrediting organizations to carry out their accrediting functions (excluding confidential special education records).

e) The disclosure of “Directory” type information consistent with public notice.

 A parent or eligible student has the right to refuse to let the Cranston Public Schools designate any or all of those types of information about the student as directory information.

 Within ten (10) days of the public notice, the parent or eligible student must notify the Cranston Public Schools, in writing, that he or she does not want any or all of those types of information about the student designated as directory information.

 The Cranston Public Schools will disclose directory information about former students in a manner consistent with FERPA.

f) To comply with a judicial order or lawfully-issued subpoena, in which case the school district will make a reasonable effort to notify

the parent or eligible student of the order or subpoena in advance of compliance. Written consent is not required.

g) To appropriate parties, including parents of an eligible student, in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

In the event that the disclosure is under the health and safety emergency exception, the district must record the emergency or “articulable and significant threat” that formed the basis for the disclosure, along with the parties to whom it disclosed the information.

h) For appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.

i) To teachers and school officials within the district who the district has determined have legitimate educational interests in the behavior of the student and the information described in “g” above.

j) To teachers and school officials in other schools who have been determined to have legitimate educational interests in the behavior

of the student and the information described in “g” above.

k) To certain state and local officials pursuant to state statute that allows the disclosure in the system’s ability to effectively service, prior to adjudication, the student whose records are being released.

l) To state and local officials or authorities to whom this information is specifically allowed to be reported or disclosed.

m) To certain governmental officials in order to carry out lawful functions.

n) In connection with the application for, or receipt of, financial aid.

o) To organizations conducting educational studies.

p) To parents of an eligible student who is considered a dependent student under the Internal Revenue Code.

6. Except for those parties listed in “5” above, the school district will not release education records unless it receives from the parent or eligible student a written consent for release that indicates: 1) the records that may be disclosed, 2) the purpose of the disclosure, and 3) the party or class of parties to whom the disclosure may be made.

7. The building-level custodian of education records or a school official designee will be available to assist the parent/and or eligible student in understanding the special education records being inspected or reviewed.

8. The Executive Director of Pupil Personnel Services or his or her designee will be available to assist the parent and/or eligible student in understanding the special education records being inspected or reviewed.

9. A record of each request for access to and each disclosure of personally identifiable information from the education records of each student shall be maintained as long as the records are needed to provide educational services.

a) For each request or disclosure the record includes:

- The names of parties who have requested personally identifiable information from the student education record;**
- The names of the additional parties to which the receiving party may disclose the information on behalf of the school district; and**
- The legitimate interests the parties had in requesting or obtaining information.**

b) Paragraph “9” above does not apply to requests or disclosure if

they were from or to the parent or eligible student, a party with written consent from the parent or eligible student, a school official whom the district-wide custodian of records or the building-level custodian of records has determined to have legitimate educational interests, or a party seeking directory information.

c) The record of request and/or disclosures may be inspected by the parent or eligible student.

10. Electronic Transmission of Records

a. **Facsimile (Fax) Machines** – that transmit educational records will not be placed in public areas. Telecopy confidential material will only be done when it is critical and time is of the essence.

- A facsimile cover sheet with a confidentiality warning will be attached stating that information is confidential and if received improperly, the receptionist should call the sender immediately.

- When sending a telecopy a call will precede each transmission by the sender to the recipient to confirm that the recipient is waiting for the information and to confirm the accuracy of the facsimile telephone number.

b. E-mail will not be used by the Cranston Public Schools for the release of confidential educational information.

11. Education records that are stored in computers will be available to operators who have been authorized to access these records. Access to these records will be limited to only authorized operators by the use of a confidential password.

12. In instances where parents are separated or divorced and one parent has been granted custody by agreement or court order, both parents have access rights to the student's education records. Such rights shall be extended to both parents until such time as evidence is provided to the contrary by state law or court order. These rights are stipulated in the Family Educational Rights and Privacy Act.

13. When the school district releases personally identifiable information from an education record to another party, such release of information is made on the condition that the party to whom the information is disclosed will not disclose the information to another party without prior consent of the parent or eligible student.

14. When surveys, inventories, questionnaires or similar data-collection measures are used by employees of the school district to obtain student-related information, the students' rights of privacy shall be protected. The use of any survey, inventory, questionnaire or similar data-collection measure must be approved by the Superintendent of Schools.

E. AMENDING EDUCATION RECORDS

A parent or eligible student has the right to request that the school district amend/change the education records if it is believed that information contained in the records is accurate, misleading, or in violation of the student's rights of privacy or other rights.

1. Procedures for Amending Education Records

- The parent or eligible student must submit to the building-level custodian of the records a written request to amend/change the education records. The request should identify the part of the record he/she wishes to change and specify why it is believed that the part of the record in question is inaccurate, misleading, or in violation of the students' rights of privacy or other rights.**
- The school official shall decide whether to amend the record as requested within a reasonable period of time of the receipt of the request.**
- If the school official decides not to amend the information in accordance with the request, it shall inform the parent or eligible student of the refusal and the right to a hearing.**

2. Process for a Hearing

- If the hearing involves special education records, the process Cranston Public Schools will comply with regulatory requirements is according to the provisions of Section One, IX, 7.0 of the Board of Regents for Elementary and Secondary Education Governing the Special Education of Students with Disabilities.
- For other educational records, the parent or eligible student will submit to the designated school official a written request for a hearing.
- The school district will hold the hearing within a reasonable time after receiving the written request.
- The parent or eligible student will be notified, reasonably in advance, of the date, time, and place of hearing.
- The hearing will be conducted by an individual chosen by the Superintendent who does not have a direct interest in the outcome of the hearing. The individual chosen may be an official of the school district. The parent or eligible student will be provided a full and fair opportunity to present evidence relevant to the issues raised in his or her request to amend the student record. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals, including an attorney.
- A written notice informing the parent or eligible student of the

outcome of the hearing will be mailed by the school district to the parent or eligible student within a reasonable period of time after the hearing. The notice will include a summary of the evidence and the reason(s) for the decision.

3. Result of the Hearing

- If, as a result of the hearing, the school district decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it will amend the record accordingly and inform the parent or eligible student in writing.**

- If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it will not amend the record.**

It will inform the parent or eligible student of the right to place a statement in the record it maintains commenting on the contested information in the record of stating why he or she disagrees with the school district's decision not to amend the record. The statement will be maintained with the contested part of the record for as long as the record is maintained. If the school district discloses the contested portion of the records to any party, it will also disclose the statement.

F. DESTRUCTION OF RECORDS

1. The Cranston Public Schools shall inform parents when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the student:

a) Confidential records will be maintained by the school system for five (5) years after the student has graduated or left the district, whichever comes first.

b) Families and students will be notified in writing in April prior to graduation, or the last year in school, that records will be maintained for five (5) years after which they will be destroyed.

c) Three (3) months prior to destruction, an advertisement will be placed in the newspaper notifying the public of the intent to destroy educational records, with a contact number.

2. The Cranston Public Schools will continue to maintain a permanent record of a student's name, address, attendance record, classes attended, grade level completed, and year completed.

3. Parents or eligible students have the right to request that educational records be amended or destroyed:

a) Parent (or student) will request in writing any amendment or request for destruction of records.

- b) The request must state the reason for the change in the record or reason for destruction.**
- c) Requests should be submitted to the appropriate administrator:**
- 1) Directory information, academic, discipline, attendance records – School Principal**
 - 2) Confidential special education records – Director of Special Education**
- d) Requests for the destruction of records will be reviewed within thirty (30) days and a decision regarding the request will be made in writing to the person making the request.**
- e) The school system has the right to refuse requests for the destruction of education records based on the requirements that records be maintained for five (5) years.**
- f) Parents or eligible students have the right to appeal any decision to the Rhode Island Department of Education**

Policy Amended: Cranston Public Schools

WELLNESS POLICY (present language) 6164.8

Fundraising

All fund-raising projects are encouraged to follow the District Nutrition Standards. All fund-raising projects for sale and consumption within and prior to the instructional day will follow the District's Nutrition Standards when determining the items being sold. All food sales outside the cafeteria during lunch should comply with the same nutritional guidelines as the cafeteria must follow. Outside sales at lunch shall be permitted no more than once a week in the middle and elementary schools.

WELLNESS POLICY (proposed changes) 6164.8

Fundraising

Fundraising:

All food sold before, during and one hour after school must comply with state law (RIPL 06-231/06-234) and District Nutritional Standards. This applies to all sales, including fundraising items and vending machines. All food sold before, during and one hour after school must be purchased through the School Food Services Program, except vending machine items, ice cream and frozen treats. Elementary schools may sell food outside of the National School Lunch Program (NSLP), no more than once a week at lunch. Middle and high schools may sell food outside of the NSLP at breakfast, but not at lunch. Panda's Pantry at Cranston High School East and the culinary program at the Cranston Area Career and Technical Center are exempt due to the curricular nature of their food sales.

CRANSTON PUBLIC SCHOOLS

FISCAL IMPACT STATEMENT

SUPERINTENDENT & ASST. SUPERINTENDENT POSITIONS

2009-2010 TO 2011-2012

LIFE PROF.

POSITION SALARY HEALTH DENTAL PENSION MEDICARE INS.

DEVEL. TOTAL

SUPERINTENDENT

2009-2010 145,083 13,425 972 17,250 2,104 33 3,500 182,367

2010-2011 146,534 14,399 1,014 21,775 2,125 33 3,500 189,379

2011-2012 149,831 15,229 1,044 27,839 2,173 33 3,500 199,648

ASST. SUPERINTENDENT

2009-2010 111,000 13,425 972 13,198 1,610 33 N/A 140,237

2010-2011 112,110 14,399 1,014 16,660 1,626 33 N/A 145,841

2011-2012 114,632 15,229 1,044 21,299 1,662 33 N/A 153,899

FOOTNOTES

SALARY

2009-2010 - 0%

2010-2011 - 1%

2011-2012 - 2.25%

HEALTH & DENTAL

2009-2010 - 20% COST SHARE

2010-2011 - 22% COST SHARE (10% INCREASE IN HEALTH WORKING RATE, 7% INCREASE IN DENTAL WORKING RATE)

2011-2012 - 25% COST SHARE (10% INCREASE IN HEALTH WORKING RATE, 7% INCREASE IN DENTAL WORKING RATE)

PENSION

2009-2010 - 11.89%

2010-2011 - 14.86% (PROJECTED 25% INCREASE)

2011-2012 - 18.58% (PROJECTED 25% INCREASE)