

**CRANSTON SCHOOL COMMITTEE MEETING**

**MONDAY, AUGUST 17, 2009**

**HOPE HIGHLANDS ELEMENTARY SCHOOL**

**300 HOPE ROAD**

**EXECUTIVE SESSION: 5:00 P.M. (LIBRARY)**

**PUBLIC SESSION (AUDITORIUM): IMMEDIATELY FOLLOWING  
EXECUTIVE SESSION**

**AGENDA**

**1. Call to Order – 5:00 p.m. - Convene to Executive Session (Library) pursuant to RI State Laws PL 42-46-5(a)(1) Personnel; (Termination Hearing Regarding Custodian); (Non-renewal Hearing of Non-tenured Teacher); PL 42-46-5(a)(2) Collective Bargaining and Litigation (Contract Negotiations' Update – Food Service, Teacher Aides, Technical Assistants, Secretaries)**

**2. Executive Session**

**3. Call to Order – Public Session**

**4. Roll Call/Quorum**

**5. Executive Session Minutes Sealed – August 17, 2009**

**6. Approve Minutes of Previous Meetings–June 30, July 15, and July**

**20, 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 THE COMMITTEE**

**NO. 09-8-01 - Whereas, Luis Zabala earned high honors at the end of every one of his three years while a student at Hugh B. Bain Middle School, while being a news anchor on the Bain TV Morning Show, winning a First Award and a bond in this year's Science Fair, and winning three "Outstanding Academic Achievement Awards" at Honors Night in June of this year, and**

**Whereas, Luis has recently been awarded the coveted distinction of "Ideal Bainite for 2008-2009" at the Honors Night ceremony, and**

**Whereas, Luis has recently received a full scholarship for two weeks at the University of Rhode Island's Summer Transportation Institute on the campus of URI for this summer of 2009.**

**Be it RESOLVED, that Luis be congratulated for these outstanding accomplishments, and**

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

**SPONSORED BY COMMITTEE MEMBER MRS. RUGGIERI**

**NO. 09-8-02 - Whereas, the Cranston School Committee would like to develop a Cell Phone Policy as it relates to employee usage, and**

**Whereas, the Cranston School Committee therefore should establish**

**a committee to study and develop this policy for Cranston Public Schools, and**

**Now, therefore, be it RESOLVED that a committee be formed to study and make recommendations in regards to the use of and reimbursement for cell phones, and**

**Be it further RESOLVED that the committee consist of two members of the School Committee, selected by the Chairperson, the Superintendent of Cranston Public Schools or his representative, and the Chief Financial Officer, and**

**Be it further RESOLVED that the committee report back at the September 16th Work Session, with their recommendations/findings.**

**SPONSORED BY COMMITTEE CHAIRMAN, MR. TRAFICANTE AND COMMITTEE CLERK, MS. IANNAZZI**

**NO. 09-8-03 - Whereas, a Bill has been passed by the Rhode Island State Senate which transfers Johnston students from the Cranston Area Career & Technical Center to William E. Davies Vocational High (Senate Bill 1041 - Transfer of Northern Rhode Island Educational Collaborative School Districts to Davies).**

**Whereas, this bill would not only transfer Johnston students, but it could potentially take funding that Cranston receives from the**

**Foster/Glocester school district by allowing these students to attend Davies.**

**Whereas, the official bill applies to “school districts that participate in the Northern Rhode Island Collaborative and do not have its own Vocational Technical Program”.**

**Be it RESOLVED, that the Cranston School Committee is asking Cranston’s House Delegation to work against the passage of this bill.**

**Be it further RESOLVED, that the Cranston School Committee asks that the Cranston City Council sponsor a similar resolution at the City level.**

**Be it further RESOLVED, that the members of the Cranston House Delegation and Cranston City Council receive a copy of this Resolution, signed by members of the Cranston School Committee.**

## **ADMINISTRATION**

### **PERSONNEL**

**NO. 09-8-04 - 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 committees' actions.**

**NO. 09-8-05 - RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed for the 2009-2010 school year:**

**Kimberly Lebrun-Steinberg – salary to be at the third step of the prevailing salary schedule + 36**

**Education – Rhode Island College, BA**

**Experience – Woonsocket School Department**

**Certification – ESL Secondary**

**Assignment – Bain Middle School, 1.0 FTE**

**Effective Date of Employment – August 31, 2009**

**Authorization – Replacement**

**Fiscal Note: 11533212 512100**

**Michael Boyajian – salary to be at the first step plus Masters of the prevailing salary schedule**

**Education – University of Rhode Island, BA; Johnson & Wales, MAT**

**Experience – Cranston Public Schools' Substitute**

**Certification – Special Education K – 12**

**Assignment – Cranston High School West, 1.0 FTE**

**Effective Date of Employment – August 31, 2009**

**Authorization – Replacement**

**Fiscal Note: 12632012 512100**

**Alyson Daley – salary to be at the first step of the prevailing salary schedule**

**Education – Rhode Island College, BS**

**Experience – Cranston Public Schools' Substitute**

**Certification – Special Education Middle/Secondary**

**Assignment – Cranston High School East, 1.0 FTE**

**Effective Date of Employment – August 31, 2009**

**Authorization - Replacement**

**Fiscal Note: 11332012 512100**

**Heather Hawks – salary to be at third step plus Masters of the prevailing salary schedule**

**Education – Johnson & Wales, BA, MAT**

**Experience – Cranston Public Schools' Substitute**

**Certification – Special Education Middle/Secondary**

**Assignment – Cranston High School West, 1.0 FTE**

**Effective Date of Employment – August 31, 2009**

**Authorization - Replacement**

**Fiscal Note: 12632031 512100**

**Matthew Reis – salary to be at the second step plus Masters of the prevailing salary schedule**

**Education – University of Rhode Island, BA; Johnson & Wales, MAT**

**Experience – Cumberland Substitute Teacher**

**Certification – Special Education Middle/Secondary**

**Assignment – Cranston High School West, 1.0 FTE**

**Effective Date of Employment – August 31, 2009**

**Authorization - Replacement**

**Fiscal Note: 12632031 12100**

**Savannah Bogacz – salary to be at the second step of the prevailing salary schedule**

**Education – Rhode Island College, BA**

**Experience – Cranston Public Schools' Substitute Teacher**

**Certification – Special Education K – 12**

**Assignment – Cranston High School West, 1.0 FTE**

**Effective Date of Employment – August 31, 2009**

**Authorization – Replacement**

**Fiscal Note: 12632012 512100**

**Cheryl Palombo – salary to be at the second step of the prevailing salary schedule**

**Education – Rhode Island College, BA**

**Experience – Cranston Public Schools' Substitute Teacher**

**Certification – Special Education Elementary/Middle**

**Assignment – Sanders Academy, 1.0 FTE**

**Effective Date of Employment – August 31, 2009**

**Authorization - Replacement**

**Fiscal Note: 15920410 512100**

**Brenda Coutu, salary to be at the third step plus Masters of the prevailing salary schedule**

**Education – Boston College, BSN; Providence College, M.Ed.**

**Experience – Cranston Public Schools' Substitute Teacher**

**Certification – Vocational Health Occupations**

**Assignment – Cranston Area Career & Technical Center, 1.0 FTE**

**Effective Date of Employment – August 31, 2009**

**Authorization - Replacement**

**Fiscal Note: 17430612 512100**

**Brittany Fowler, salary to be at the first step of the prevailing salary schedule**

**Education – Providence College, BA**

**Experience – Cranston Public Schools' Substitute Teacher**

**Certification – Special Education Elementary/Middle**

**Assignment – Park View Middle School, 1.0 FTE**

**Effective Date of Employment – August 31, 2009**

**Authorization - Replacement**

**Fiscal Note: 12332031 512100**

**Mary Cotoia, salary to be at the fifth step of the prevailing salary schedule**

**Education – Roger Williams University, BA**

**Experience – Cranston Public Schools' Substitute Teacher**

**Certification – Elementary ESL**

**Assignment – Edgewood Highland, 1.0 FTE**

**Effective Date – August 31, 2009**

**Authorization - Replacement**

**Fiscal Note: 13033212 512100**

**Mary Colman, salary to be at the first step of the prevailing salary schedule**

**Education – University of Rhode Island, BS**

**Experience – Cranston Public Schools' Substitute Teacher**

**Certification – Elementary PK – 2**

**Assignment – Garden City, 1.0 FTE**

**Effective Date – August 31, 2009**

**Authorization - Replacement**

**Fiscal Note: 12210112 512100**

**Barbara Silva, salary to be at the seventh step plus Masters of the prevailing salary schedule**

**Education – Rhode Island College, BS, M. Ed**

**Experience – Warwick School Department**

**Certification – Elementary PK – 2**

**Assignment – E.S. Rhodes, .5 FTE**

**Effective Date – August 31, 2009**

**Authorization - Replacement**

**Fiscal Note: 11710112 512100**

**NO. 09-8-06 - RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed as substitutes on a temporary basis as needed:**

**Vanessa Parente Elementary**

**Suzanne Marrone Elementary**

**Adrienne Garriepy General Subject Matter K – 12**

**Kimberly Grandolfi Elementary**

**Pamela Caiano Elementary**

**Kristen Nelson Elementary/Middle Spanish**

**NO. 09-8-07 - RESOLVED, that at the recommendation of the Superintendent, the retirement of the following certified personnel be accepted:**

**John Christy, Teacher**

**Western Hills Middle School**

**Effective Date: July 31, 2009**

**Kenneth Blackman, Principal**

**Rhodes Elementary School**

**Effective Date: June 30, 2010**

**NO. 09-8-08 - RESOLVED, that at the recommendation of the Superintendent, the following individual (s) be appointed as an athletic coach:**

**Meghan Maguire, Head Field Hockey Coach**

**Cranston High School East**

**Step 3**

**Class – B**

**Playing Competition – High School**

**Experience – Cranston High School East Assistant Field Hockey Coach**

**Certification – RI Coaches Certification; CPR/AED/First Aid**

**Lauren Tomasso, Head Girls' Soccer Coach**

**Cranston High School East**

**Step 3**

**Class – B**

**Playing Competition – High School & Collegiate Level**

**Experience – Cranston High School West Interim Head Girls' Soccer Coach & Assistant – Cranston East**

**Certification – RI Coaches Certification; CPR/AED/First Aid Certified**

**Steven Matzner, Head Coach Boys' Tennis**

**Cranston High School West**

**Step 7**

**Class – B**

**Playing Competition – High School**

**Experience – Head Coach Cranston High School West Boys' Tennis**

**Certification – RI Coaches Certification; CPR/AED/First Aid Certified**

**Victor Raposa, Assistant Boys' Soccer Coach**

**Cranston High School East**

**Step 2**

**Class – C**

**Playing Competition – High School and CCRI**

**Coaching Experience – Pawtucket Youth Program**

**Certification – RI Coaches Certification; CPR/AED/First Aid Certified**

**Ronald Lee, Head Coach Girls' Volleyball**

**Cranston High School East**

**Step 7**

**Class – B**

**Playing Competition – High School**

**Coaching Experience – Cranston Boys' Volleyball**

**Certification – RI Coaches Certification; CPR/AED/First Aid Certified**

**Karen Roman, Assistant Coach Girls' Volleyball**

**Cranston High School East**

**Step 3**

**Class – D**

**Playing Competition – Cranston High School East**

**Coaching Experience – Head Coach Cranston East Girls' Volleyball**

**Certification – RI Coaches Certification; CPR/AED/First Aid Certified**

**NO. 09-8-9- RESOLVED, that at the recommendation of the Superintendent, the following individual(s) be reappointed as an athletic coach:**

**Cranston High School West**

**Corey Capirchio Assistant Coach Football**

**Rob Malo Assistant Coach Football**

**Nicholas Ruggieri Assistant Coach Girls' Soccer**

**Michael Waterman Assistant Coach Boys' Soccer**

**Cranston High School East**

**NO. 09-8-10 - RESOLVED, that at the recommendation of the Superintendent, the resignation of the following coach(es) be accepted:**

**Meghan Maguire, Assistant Coach Field Hockey**

**Cranston High School East**

**Effective Date: July 16, 2009**

**Lauren Tomasso, Assistant Coach Girls' Hockey**

**Cranston High School East**

**Effective Date: July 14, 2009**

**Karen Roman, Head Coach Girls' Volleyball**

**Cranston High School East**

**Effective Date: July 20, 2009**

**NO. 09-8-11 - RESOLVED, that at the recommendation of the Superintendent, the following non-certified employee(s) be appointed:**

**Ralph Turner, 5 Hour Custodian  
Plant**

**Effective Date – August 18, 2009**

**Authorization – Replacement**

**Fiscal Note: 11647481 518200**

**NO. 09-8-12 - RESOLVED, that at the recommendation of the Superintendent, the following non-certified personnel be appointed as substitute(s) on a temporary basis as needed:**

**Jacqueline Vinacco, Teacher Assistant**

**NO. 09-8-13 - RESOLVED, that at the recommendation of the Superintendent, the retirement(s) of the following non-certified personnel be accepted:**

**Arlene Fusaro, Manager**

**Food Service**

**Effective Date: August 5, 2009**

**Robert M. Boss, Bus Driver**

**Transportation**

**Effective Date: August 31, 2009**

**NO. 09-8-14 – RESOLVED, that at the recommendation of the Superintendent, the resignation(s) of the following non-certified personnel be accepted:**

**Sean Bolton, Mechanic**

**Transportation**

**Effective Date: July 31, 2009**

**Lorene Paliotte, Bus Monitor**

**Transportation**

**Effective Date: July 31, 2009**

**Suzanne Pagano, Secretary**

**Layoff**

**Effective Date: August 10, 2009**

**NO. 09-8-15 - RESOLVED, that at the recommendation of the**

**Superintendent, named non-certified staff members be laid off from their respective positions due to budgetary reasons.**

**NO. 09-8-16 - RESOLVED, that at the recommendation of the Superintendent, to approve the Employee Non-renewal Agreement between the Cranston School Committee and said Certified personnel.**

### **POLICY AND PROGRAM**

**NO. 09-8-17 - RESOLVED, that at the recommendation of the Superintendent, the 2009-2010 School Committee Meeting & Work Session Schedule be approved.**

### **POLICIES**

**NO. 09-8-18 - RESOLVED, that Policy #6154, Homework Policy, as amended, be approved for second reading.**

**NO. 09-8-19 - RESOLVED, that Policy #5125(a) FERPA (Family Education Rights and Privacy Act) as amended, be approved for second reading.**

**NO. 09-8-20 - RESOLVED, that Policy #5146.1, Student-Athlete Mandatory Medical Insurance Policy, be approved for first reading.**

### **BUSINESS**

## **Purchases and Purchased Services**

**NO. 09-8-21 - RESOLVED, that the following purchases be approved:**

**Art supplies in the amount of \$35,855.91.**

**Number of bids issued 19**

**Number of bids received 14**

**Photocopier Maintenance for the period from September 1, 2009 to August 31, 2010 in the amount of \$102,010.65**

**Number of bids issued 10**

**Number of bids received 3**

**Rotary Lift for the Cranston East Autobody Shop in the amount of \$x,xxx**

**Number of bids issued x**

**Number of bids received x**

**Rooftop AC Units in the amount of \$xxxxxx**

**Number of bids issued x**

**Number of bids received x**

**NO. 09-8-22 - Resolved, that the following purchases be approved  
(funding from the 2009 Kitchen Assistance Federal Grant ARRA)**

**Cafeteria equipment in the amount of \$22,216.82**

**Number of bids issued 9**

**Number of bids received 5**

## **TABLED RESOLUTION**

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

**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](http://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: August 13, 2009**

**CRANSTON SCHOOL COMMITTEE MEETINGS  
AND WORK SESSIONS SCHEDULE  
2009-2010**

**DATE TIME LOCATION**

**Wednesday, Sept. 16, 2009 6:00 pm Briggs Building**

**Monday, Sept. 21, 2009 7:00 pm\* Western Hills**

**Wednesday, Oct. 21, 2009 6:00 pm Briggs Building**

**Monday, Oct. 26, 2009 7:00 pm\* Western Hills**

**Wednesday, Nov. 18, 2009 6:00 pm Briggs Building**

**Monday, Nov. 23, 2009 7:00 pm\* Western Hills**

**Wednesday, Dec. 9, 2009 6:00 pm Briggs Building**

**Monday, Dec. 14, 2009 7:00 pm\* Western Hills**

**2010**

**Monday, Jan. 11, 2010 7:00 pm\* Western Hills**

**Tuesday, Jan. 19, 2010 7:00 pm Western Hills (Public Budget Work Session)**

**Wednesday, Jan. 27, 2010 7:00 pm Western Hills (Public Budget Work Session)**

**Monday, Feb. 1, 2010 7:00 pm Western Hills (Public Budget Work Session)**

**(If necessary)**

**Thursday, Feb. 11, 2010 7:00 pm Western Hills (Budget Adoption)**

**Monday, Feb. 22, 2010 7:00 pm Western Hills (Budget Adoption II)**

**Wednesday, March 17, 2010 6:00 pm Briggs Building**

**Monday, March 22, 2010 7:00 pm\* Western Hills**

**Wednesday, April 14, 2010 6:00 pm Briggs Building**

**Monday, April 26, 2010 7:00 pm\* Western Hills**

**Wednesday, May 19, 2010 6:00 pm Briggs Building**

**Monday, May 24, 2010 7:00 pm\* Western Hills**

**Wednesday, June 9, 2010 6:00 pm Briggs Building**

**Monday, June 14, 2010 7:00 pm\* Hope Highlands**

**Wednesday, July 14, 2010 6:00 pm Briggs Building**

**Monday, July 19, 2010 7:00 pm\* Hope Highlands**

**Wednesday, August 11, 2010 6:00 pm Briggs Building**

**Monday, August 16, 2010 7:00 pm\* Hope Highlands**

**Wednesday meeting dates denote School Committee Work Sessions  
and Monday meeting dates  
denote regular School Committee meetings.**

**\* = or immediately following Executive Session.**

**August 17, 2009**

**Resolution No. 09-8-17**

**gm**

**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**

**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 cognizant 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**

**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.**

## **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 of 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.**

**&#61607; 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.**

**&#61607; 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.**

**&#61607; 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**

**#5146.1**

**Cranston Public Schools**

**Student-Athlete Mandatory Medical Insurance Policy**

**It is the policy of the Cranston Public Schools that no student shall be**

**permitted to participate in any school sponsored sports program unless such student has health insurance coverage for medical expenses arising from injuries sustained while participating in such sports programs.**

**This requirement for insurance coverage may be met by enrolling with the insurance company approved by the school committee to provide coverage for school hours or for 24-hour coverage; or the student may be covered through their own health insurance carrier.**

**With regard to football players, because the school committee approved insurance providing coverage for school hours does not cover football injuries, the football player must have the special football insurance offered by the school committee approved insurance carrier, the 24-hour coverage or their own health insurance to satisfy the requirement for insurance coverage.**

**If the student-athlete's parent or guardian does not obtain insurance coverage, as set forth above, for their son /daughter for medical costs incurred as a result of injuries sustained during participation in school sponsored sports programs, either through the school committee approved insurance or their own health insurance carrier, he/she will not be permitted to participate.**

**The Cranston Public Schools will not pay the medical expenses of student-athletes injured while participating in any sports program and**

**the student's parent(s) and/or the student will be responsible for any uncovered medical expenses.**

**August 12, 2009**

**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.**