

**REGULATIONS**

**CHAPTER I**

**GENERAL**

**(See Policy, Chapter I)**

**REGULATION**  
**CHAPTER II**  
**ADMINISTRATION**

**R2-1           MANAGEMENT AND GOVERNMENT**  
**(See Policy, P2-1)**

**R2-1. 1        USE OF CITY-OWNED VEHICLES BY SCHOOL EMPLOYEES**

Employees of the Woonsocket Education Department who are required to utilize School Department vehicles as a part of the performance of their job responsibilities must adhere to the following rules:

1.     Employees shall use caution and care at all times while operating the vehicle.
2.     Employees shall secure vehicle at all times.
3.     Employees shall strictly adhere to all driving laws and regulations while operating the vehicle.
4.     Employees shall maintain a valid driver's license and carry said license at all times while operating the vehicle.
5.     Employees shall report to the Director of Facilities & Security any type of accident or incident involving the vehicle, including any mechanical failure of the vehicle.
6.     Employees shall use the vehicle for work pertaining to the employees' job or related school business.
7.     Those employees who are required to take a School Department vehicle home, if authorized by the Superintendent, may use that vehicle for transportation to and from work and for any work-related matter that occurs outside of the employees' regular employment hours. School Department Vehicles are not to be used for personal use. The Superintendent will notify the School Committee of employees authorized to take home vehicles. In addition, mileage logs will be kept and maintained in each School Department vehicle.
8.     "Woonsocket Education Department" shall be permanently marked on driver and passenger side doors of all School Department vehicles. Except in temporary short-term cases, removable decals shall not be used.
9.     No employee shall smoke in a School Department vehicle.

Approved 9/11/02  
Amended 11/27/04

## **ADMINISTRATION**

### **R2-2 Organization.**

(See Policy, P2-2)

### **R2-3 Administrative Personnel Provisions.**

(See Policy, P2-3)

### **R2-4 Job Descriptions.**

(See Policy, P2-4)

### **R2-5 Superintendent of Schools.**

**R2-5.1 Function and Duties.** The Superintendent shall:

a. Under the direction of the School Committee, have the care and supervisions of the public schools and shall be the chief administrative agent of the School Committee. He shall give the School Committee such assistance as it may direct in keeping its records and accounts and in making such reports as are required by law. He shall recommend teachers, including principals, supervisors, and assistants, to the School Committee for appointment to service in public schools. He shall recommend to the School Committee courses of study, textbooks, school supplies, school furniture, repairs, and other needed improvements. He shall make a report to the School Committee annually and at such other times as it may direct.

[General Laws: 16-2-11]

b. Supervise the Deputy Superintendent of Schools, the Business Manager, the Director of BEP Services, and Secondary Principals of the Senior High School, Middle School, and Vocational-Technical Facility.

c. Maintain directly, or through delegation, such educational matters as business records, personnel records, pupil accounting records, and other records which are required by law.

d. Act on his own discretion if action is necessary in any matter not covered by committee policy, report such action to the Committee as soon as practical, and recommend policy in order to provide guidance in the future.

e. Either directly or through delegation, hold staff conferences and periodic meetings with the department's administrators.

f. Provide the Committee, either directly or through delegation, with informational material pertaining to the schools including buildings and grounds.

g. Prepare, either directly or through delegation, monthly reports for the committee which may be used in an accumulated form as the annual report to the Committee.

## **ADMINISTRATION**

h. Provide the Committee with impending state legislative information or changes in educational laws.

i. Perform such other tasks as may from time to time be assigned by the Committee.

**R2-5.2 Educational Objectives.** (See Policy, P2-5.2)

**R2-5.3 School Committee.** (See Policy, P2-5.3)

**R2-5.4 Administrative Staff.** (See Policy, P2-5.4)

**R2-5.5 Personnel.** (See Policy, P2-5.5)

**R2-5.6 Evaluation.** (See Policy, P2-5.6)

**R2-5.7 Public Relations.** (See Policy, P2-5.7)

**R2-5.8 Qualification; Evaluation.** (See Policy, P2-5.8)

### **R2-6 Deputy Superintendent of Schools.**

**R2-6.1. Duties and Responsibilities.** The Deputy Superintendent of Schools shall:

a. Assist the Superintendent in directing the administration and coordination of the school system's educational programs.

b. Assume major responsibilities for recruiting, selecting, dismissing, assigning, transferring, counseling and administering employees.

c. Confer with the Superintendent on the objectives and evaluations of elementary principals and designated supervisors.

d. Assist in the preparation and administration of the budget.

e. Supervise, evaluate and direct the work of elementary principals and designated supervisory personnel.

f. Review the evaluations of special services teachers.

g. Review the unsatisfactory evaluations of professional teaching personnel assigned to elementary schools.

h. Review the unsatisfactory evaluations of support personnel assigned to elementary schools.

## **ADMINISTRATION**

- i. Attend School Committee meetings and prepare such reports for the Committee as the Superintendent may require.
- j. Serve, upon assignment by the Superintendent, as a resource person to all supervisors and directors in the schools system.
- k. Establish necessary procedures for referral and cooperative planning with other agencies servicing children, both on local and state levels.
- l. Interpret, administer and assist in the development of personnel policies.
- m. Counsel with administrators, teachers, students and parents relative to suspensions, expulsions and student discipline.
- n. Attend and participate in local, state and national professional meetings, conventions and conferences as are necessary to keep abreast of latest educational trends.
- o. Assist in initiating and directing contractual negotiations with professional and non-professional personnel.
- p. Act as official designate of the Superintendent in administering the grievance procedures of professional and paraprofessional personnel.
- q. Plan, organize, and represent the School Committee in factfindings, arbitration, and representation cases heard before public commissions or other such bodies.
- r. Coordinate all aspects of contract administration during the term of various contracts with employee organizations.
- s. Interpret the negotiated contracts to members of the staff, as appropriate.
- t. Assume responsibility for all areas of employee relations.
- u. Consider and act upon all requests for exemptions to attendance boundaries.
- v. Perform such other tasks and assume such other responsibilities as the Superintendent may from time to time assign.

**R2-6.2 Qualification; Evaluation.** (See Policy, P2-6.2)

### **R2-7 School Business Manager.**

**R2-7.1 Function.** (See Policy, P2-7.1)

## **ADMINISTRATION**

**R2-7.2 Duties and Responsibilities.** The School Business Manager shall:

- a. Assume responsibility for an accounting procedure adequate to record in detail all money and credit transaction.
- b. Act as payroll officer.
- c. Supervise the collections, safekeeping, and distribution of all funds.
- d. Purchase, upon approval by the School Committee, all supplies, materials, and equipment in keeping with the budget.
- e. Arrange for the internal auditing of school accounts.
- f. Submit a monthly statement to the School Committee detailing the status of each appropriation item, including budget forecasts.
- g. Compile necessary statistical data for the preparation of the fiscal budget.
- h. Prepare financial reports as required by state and federal agencies having jurisdiction over public school funds.
- i. Complete applications for state and federal funds.
- j. Manage the school system's insurance program.
- k. Act as budget control officer.
- l. Supervise and prepare written annual evaluations of all business office personnel.
- m. Assist in recruiting, screening, hiring, assigning, supervising, and evaluating personnel for positions in the offices under his jurisdiction.
- n. Maintain an up-to-date inventory of school property
- o. Act as advisor to the Superintendent on the school budget and all other business and financial questions.
- p. Provide an in-service training program for business office personnel.
- q. Interpret the financial position of the school system to the community at large.
- r. Supervise the school department's supporting services through the directors of school maintenance and food services. These directors shall report to the Business Manager and work directly under him/her.
- s. Negotiate the AFSCME (Local 1137) contract.

## **ADMINISTRATION**

- t. Negotiate contracts and/or bids involving special facilities and programs.
- u. Administer the school system's transportation services, including the final resolution of any parent complaints.
- v. Assume other general related responsibilities as may be assigned, including the administration of grievance procedures on non-certified personnel

**R2-7.3 Evaluation.** (See Policy, P2-7.3)

### **R2-8 Attorney.**

(See Policy, P2-8)

### **R2-9 Secondary and Elementary School Principals**

**R2-9.1 Responsibilities.** Each principal shall have numerous responsibilities which generally consist of:

- a. Initiating and coordinating curriculum study, research and experimentation.
- b. Organizing curriculum study and production committees.
- c. Providing and maintaining careful articulation between all levels of instruction.
- d. Attending regional and other educational conferences relating to his position.
- e. Interpreting curriculum to the School Committee, staff, public and other groups.
- f. Directing an effective public relationships program.
- g. Functioning as a leader in the development of educational programs.
- h. Understanding procedures of school finance and budgeting.
- i. Planning federal assistance programs and assisting in the implementation of all funded programs.
- j. Recommending the employment of teachers and substitute teachers for their respective schools, and coordinating their teaching assignments.
- k. Evaluating all instructional and administrative personnel assigned to his building.
- l. Evaluating all non-certified personnel assigned to his building.
- m. Administering of school discipline and the supervision of all activities of an extra-curricular nature including athletic, social and educational events.

## **ADMINISTRATION**

- n. Planning and supervising fire drills and emergency preparedness programs.
- o. Assuming responsibility for the implementation and observance of all School Committee policies and regulations by the school's staff and students.
- p. Conducting meetings of the staff as necessary for the proper functioning of the school.
- q. Assisting in recruiting, screening, hiring, and training of the school's professional staff.
- r. Supervising the preparation of all school reports for the central office.
- s. Recommending the removal of a teacher whose work is unsatisfactory, according to established procedures.
- t. Keeping abreast of trends, developments, and research as they pertain to education and school operation.
- u. Participating in administrative staff meetings with central office and building level administrators.
- v. Assisting in the management and preparation of the school budget.
- w. Preparing and submitting monthly reports to the Superintendent, or his designee.
- x. Supervising the maintenance of accurate records of the progress and attendance of students.
- y. Performing other general responsibilities as may be assigned.

### **R2-9.2 Duties of Principals. (See Policy, P2-9.2)**

#### **R2-10 Senior High and Middle School Vice-Principals.**

The Vice-principal, working directly under the building principal, shall have numerous responsibilities which generally consist of:

- a. Serving as a consultant to all curriculum committees and groups.
- b. Supervising the selecting of texts and supplementary material.
- c. Assisting the staff in the improvement and evaluation of methods of instruction.
- d. Attending regional and other educational conferences on curriculum and instruction.

## **ADMINISTRATION**

- e. Coordinating student teacher assignments for his respective school among the colleges and universities.
- f. Recommending the employment of all substitute teachers and coordinating their teaching assignments.
- g. Assisting the building principal in the process of recruitment and selection of teachers.
- h. Assisting the building principal in the written evaluation of all instructional personnel.
- i. Keeping abreast of new educational developments on the local, state, and national levels.
- j. Administering of school discipline and the supervision of all activities of an extra-curricular nature including athletic, social and educational events.
- k. Assuming such other general responsibilities as may be assigned.

### **R2-11 Department Heads.**

(See Policy, P2-11)

### **R2-12 Directors and Supervisors.**

(See Policy, P2-12)

### **R2-13 Director of BEP Services**

#### **R2-13.1 Duties and Responsibilities.** The Director of BEP Services shall:

- a. Confer with the Superintendent and Deputy Superintendent on the objectives of all elementary principals.
- b. Assist elementary principals in curriculum development.
- c. Review the evaluations of professional teaching personnel assigned to elementary schools.
- d. Review the evaluations of support personnel assigned to elementary schools.
- e. Provide staff leadership to ensure understanding of and promote the educational objectives of the school system for kindergarten through grade six.
- f. Assist in the formulation of a philosophy and objectives for the instructional program.

## **ADMINISTRATION**

- g. Coordinate all formal efforts of the professional staff in projects of curriculum improvement.
- h. Work with principals and teacher committees in organizing and coordinating grade level and developmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional program.
- i. Guide development, implementation and evaluation of curriculum and instructional services.
- j. Direct creation of, and edit for publication, all curriculum guides and materials prepared by and to be distributed among the instructional staff.
- k. Coordinate the selection of textbooks for the school system through use of faculty committees.
- l. Establish a program for the ongoing evaluation of instruction and curriculum.
- m. Secure and distribute instructional resources, such as filmstrips, sample textbooks and curriculum guides from other school systems, and the like.
- n. Guide development, implementation and evaluation of pre-service and in-service training programs for professional personnel.
- o. Work with building principals in the improvement of individual staff competencies.
- p. Study and evaluate, and, as appropriate, recommend adoption of new instructional materials, methods and programs.
- q. Observe teachers in their classrooms upon request of principals, and offer insights for the enhancement of the teaching-learning situation.
- r. Assist in the recruitment, screening, hiring, training and assigning of instructional and administrative personnel.
- s. Participate in the work of state and national curriculum associations and study groups.
- t. Recommend teacher attendance at conferences and meetings planned for program development and professional growth.
- u. Keep abreast of developments in curriculum and instruction, and furnish leadership in determining their appropriateness for inclusion in the school system's educational program.
- v. Assist in the development and coordination of the sections of the budget that pertain to curriculum and instruction.

## **ADMINISTRATION**

w. Interpret the curriculum and its philosophy to the School Committee, the administration, the staff and the general public.

x. Maintain liaison and active participation with educational leaders in curriculum and instruction at state, regional and national levels.

y. Participate in administrative staff meetings with central office and building level administration.

z. Prepare and submit monthly reports to the Superintendent, or his/her designee whenever requested.

aa. Attend regional and other educational conferences relating to his/her position.

bb. Perform other general related responsibilities as may be assigned.

### **R2-13.2 Qualifications; Evaluations.**

(See Policy, P2-13.2)

### **R2-14 Directors of Health, Physical Education and Athletics. (Grades K-12)**

**R2-14.1 Duties and Responsibilities.** The Directors of health, physical education and athletics shall:

a. Organize and administer the overall program of extra-curricular athletics, both intramural and interscholastic, for the school system.

b. Provide leadership in the selection, assignment, and evaluation of athletic coaches, physical education teachers, and staff members.

c. Foster good school-community relations by keeping the community aware of and responsive to the athletic program.

d. Assume responsibility for the organization and scheduling of all interscholastic athletic events.

e. Hire officials, team physicians, and policemen as required, and assume general responsibility for the proper supervision of home games.

f. Arrange transportation for athletic contest participants.

g. Develop and place into operation appropriate rules and regulations governing the conduct of athletic activities.

h. Establish the physical and academic requirements of eligibility for participation in each sport, and verify each athlete's eligibility.

## **ADMINISTRATION**

- i. Prepare and administer the athletic, intramural and physical education program budgets.
- j. Requisition, in cooperation with appropriate staff members, supplies, uniforms, and equipment for athletic programs.
- k. Supervise the cleaning, storage, and care of all athletic equipment.
- l. Supervise all ticket sales and fund raising events connected with the athletic program, and assume responsibility for proper handling and accounting of monies involved.
- m. Arrange the practice schedules for the coaches on the fields and in the gymnasiums.
- n. Provide for the physical examination of all athletes prior to the beginning of each season.
- o. Administer the insurance program covering school athletes, and assume responsibility for all processing of reports and claims.
- p. Keep records of the results of all junior and senior high school athletic contests, and maintain a record file of all award winners, stating the date and type of award, including athletic scholarships.
- q. Plan and supervise an annual recognition program for school athletes.
- r. Prepare, in cooperation with the physical education staff, a curriculum guide stating the philosophy, objectives, and specific and general activities of the physical education department.
- s. Work closely with teachers to ascertain physical education needs and to provide for these needs within the limitations of the budget.
- t. Assume responsibility for the careful carrying out of all health and safety aspects of the physical education plan.
- u. Lead in-service workshops and demonstrations concerned with instructional techniques as well as fundamental principles of a wide variety of physical activities.
- v. Supervise, evaluate and direct the work of physical education teachers, school nurse teachers and coaches in the department.
- w. Evaluate the effectiveness of the physical education program and interpret it to the administration, the staff, and the public.
- x. Ensure that, at each grade level, the physical education program includes activities widely varied in style and that the degree of difficulty is within appropriate limits.

## **ADMINISTRATION**

- y. Assist teachers to correlate health instruction with other subjects taught.
- z. Assume such other general related responsibilities as may be assigned.

### **R2-14.2 Qualifications; Evaluations; Coaching**

(See Policy, P2-14.2)

### **R2-15 Nepotism**

(See Policy, P2-15)

### **R2-16 Leave of Absence**

(See Policy, P2-16)

### **R2-17 Overtime. (See Policy, P2-17)**

**R2-17.1 Time and One Half Pay.** (See Policy, P2-17.1)

**R2-17.2 Double Time Pay.** (See Policy, P2-17.2)

**R2-17.3 Employees Regularly Working on Weekends.**

(See Policy, P2-17.3)

**R2-17.4 Distribution of Overtime and Records.**

(See Policy, P2-17.4)

**R2-17.5 Inclusion of Leave Time, etc.**

(See Policy, P2-17.5)

**R2-17.6 Consistency with Union Contracts**

(See Policy, P2-17.6)

**R2-17.7 Positions Excluded.** (See Policy, P2-17.7)

**R2-17.8 Compensation time.** (See Policy, P2-17.8)

**R2-18 Drug Free Workplace.** (See Policy, P2-18)

**R2-19 Smoke Free Environment.** (See Policy, P2-19)

**R2-20 Sexual Harassment.** (See Policy, P2-20)

## REGULATIONS

### CHAPTER III

#### INSTRUCTION

##### **R3-1 Equal Educational Opportunity.**

(See Policy, P3-1)

##### **R3-2 Organizational Plan.**

(See Policy, P3-2)

##### **R3-3 Curriculum**

**R3-3.1 State Requirements.** (See Policy, P3-3.1)

**R3-3.2 Philosophy.** (See Policy, P3-3.2)

**R3-3.3 Kindergarten.** (See Policy, 3-3.3)

**R3-3.4 Elementary School. Grades 1-5.** (See Policy, 3-3.4)

**R3-3.5 Middle School.** Grades 6-8. (See Policy, 3-3.5)

**R3-3.6 High School. Grades 9-12.** Pupils who have satisfactorily completed the courses of study prescribed for the senior high school are entitled to diplomas. The number of units required for graduation is 16.

**R3-3.7 Religion.** (See Policy, 3-3.7)

##### **R3-3.8 Controversial Issues.**

a. Teachers shall:

1. Conduct discussion in a spirit of honest inquiry.
2. Guide discussions to provide opportunity for students to hear and consider differing views of the issue.
3. See that such discussions do not unduly preempt time from the regular course of study.

## **INSTRUCTION**

b. In handling discussion of controversial issues, the teachers should consider that the students have the following rights:

1. To study any controversial issue which has political, economic or social significance and concerning which they should begin to form an opinion.

2. To have free access to all relevant information including the materials that circulate freely within the community.

3. To study under competent instruction in an atmosphere free of bias and prejudice or external pressures.

4. To form and express their own opinion in the classroom on controversial issues without jeopardizing their relations with the teachers or the school, when the issues discussed are relevant to the instructional program.

### **R3-3.9 Experimental and Research Programs.**

(See Policy, 3-3.9)

### **R3-4 Classroom Organization and Management.**

**R3-4.1 Number of Class Sections.** Each school principal shall provide the Superintendent with projected student enrollment and the number of proposed class sections for each grade. Class size shall be adjusted to the limitations of the physical plant and equipment and the purposes and types of instruction.

Class size for the vocational-technical facility shall be determined by the Superintendent of Schools upon recommendations of the director.

**R3-4.2 Grouping.** (See Policy, P3-4.2)

## INSTRUCTION

**R3-4.3 Homework.** Homework as a learning activity may increase in quantity and complexity with greater opportunities for independent work-study and investigation in accordance with the growing maturity of students.

a. The purpose of homework shall be to:

1. Reinforce school learning by providing practice and application.
  2. Develop mature reading ability.
  3. Offer practice in budgeting time and in using knowledge for some practical purpose.
  4. Help students learn how to learn by reinforcing the study skills and techniques taught in school.
  5. Offer opportunities for enriching the school experience through related home activities.
  6. Stimulate voluntary effort, initiative, independence, responsibility and self-direction.
  7. Include creative work and primary research, which requires more time than is available in class and which may be opportunities for purposeful use of leisure time.
  8. Help students make up work lost through absence.
  9. Meet a need for extra study or drill in subjects where students are having difficulty.
- b. Home assignments in grades 1, 2 and 3 may be given to individual students and groups on a flexible basis.

Homework assignments shall be clearly understood by the students and be within their ability to work independently. Adequate time shall be provided by the teacher for appraisal of completed assignments.

## INSTRUCTION

**R3-4.4 Special Help to Students.** If a student has been ill or missed classes for any other reason, it shall be his/her teacher's responsibility to meet at a convenient time and make up any work. If a student wishes to receive assignments while he or she is ill, the student shall obtain them from the teacher.

### **R3-4.5 Field Trips.**

a. Field trips shall be planned to fit into the educational program as part of the subject being taught at the time of the trip. In conducting a field trip, teachers shall file the appropriate Field Trip form. They shall:

1. Obtain request forms from office.
2. Make necessary arrangements two weeks before the date of the trip.
3. Obtain sufficient chaperones to assist on the trip.
4. Send home a permission slip for each student two weeks prior to the trip.
5. Turn in signed permission slips to office when completed.
6. Issue proper instructions to drivers, if any, and chaperones.
7. Report completion of above requirements to principal at least one week prior to the trip, and receive final approval.
8. Return to school on time.
9. Make arrangements for supervision of students not participating in a trip.
10. Not recruit pupils for educational trips for any personal financial gain.

## INSTRUCTION

b. Principals shall establish procedures for approval and supervision of field trips subject to approval by the School Committee. Such procedures shall ensure and protect the safety and welfare of the students, provide for the competence of chaperones, and be in compliance with the Committee's Field Trip Request Form and section 5-52-11 of the General Laws of Rhode Island.

1. Parental permission must be received by the teacher from each student going on a trip.

2. Each teacher will enclose with his or her application for a field trip a copy of the evaluation form that will be used to judge the educational value or success of the trip. Evaluation forms or plans may include post tests, student work sheets, check lists, themes, or any other valid instrument or techniques the teacher feels is appropriate for evaluation purposes. A teacher evaluation of the trip will be sent to the principal within 15 days after the trip has been taken.

3. If this is an overnight educational or school-sponsored trip that requires the assistance of a travel company, the following procedures shall be used:

(a) Complete bid specifications must be sent to all local travel companies, and, if necessary, to several other agencies in order to get the lowest possible price for the best service available.

(b) The School Committee must approve all overnight trips at least 30 days before the trip is to be taken.

(c) With respect to overnight visits, there should be a minimum of two chaperones per field trip and a good faith attempt to find chaperones of different gender.

[adopted 2/14/90]

### **R3-5 Schedules and Programming.**

**R3-5.1 School Day.** The Superintendent shall determine when schools shall be closed because of heavy snow, hazardous conditions, hurricane warnings or other emergencies. The Chairman of the School Committee shall be notified. Announcements of closings shall be made over local radio stations.

## **INSTRUCTION**

**R3-5.2 Legal Holidays.** (See Policy, P3-5.2)

**R3-5.3 Ceremonies and Special Events.** (See Policy, P3-5.3)

**R3-5.4 Assemblies.** Throughout the year, assemblies, generally teacher-sponsored, shall be presented to the students to provide important and timely information as well as entertainment. To avoid disturbing any one teaching period, assemblies shall not be held on a regularly scheduled basis, but rather at appropriate and convenient times. Assigned teachers shall schedule assemblies on the master calendar in the main office of their respective buildings after administrative approval.

**R3-5.5 Bulletin Boards.** (See Policy, P3-5.4)

**R3-6 Progress Reports and Promotions.**

**R3-6.1 General Provisions.** (See Policy, P3-6.1)

**R3-6.2 Grading System and Reports.** The building principals shall be responsible for working with the staff, students and parents of their schools in annual evaluation of the students and in the planning of parent-school communication. Each principal shall include a special report on this matter in the April report to the Superintendent, reviewing the evaluation of plans implemented during the year and indicating tentative plans for the coming year. Each school, except elementary, shall include its approved plans in its handbook, available from the principal of the school.

**R3-6.3 Parent Conferences.** Parent conferences shall be held whenever necessary for the student's progress and the parents' understanding. In grades kindergarten through 12, parent conferences shall be held on a regularly scheduled basis.

**R3-6.4 Records.** Results of standard I.Q. tests shall be disclosed in accordance with the provisions of P4-11.

The Superintendent shall, at his discretion, provide a program of testing which is consistent with sound educational procedures. The aim of the program shall be to assist the staff in evaluating student progress and diagnosing instructional needs.

Cumulative records shall be maintained by each classroom teacher on a yearly basis and shall serve as a student's record of progress. The information contained therein, vital for understanding each student's learning style, shall be examined by each teacher as early as possible at the beginning of the year. Cumulative records shall be kept in each classroom preferably in the teacher's filing cabinet. Teachers shall add to the cumulative records such material as important letters, referral slips, report cards, test scores, the yearly summary or other pertinent information. When a child is transferred, the cumulative record shall be sent to the main office. These records may be inspected at any time by building and/or central office administration.

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**R3-6.5 Promotions, Retentions, Accelerations.** Annual promotion shall be based on the age of the student in comparison with the age of the class; the social emotional and physical maturity of the student; and his achievement in relation to his ability. When retention is necessary, both student and parents shall be informed in advance. Several parental conferences shall be held during the school year to inform parents of a student's lack of progress. It is desirable to obtain the parents' involvement and consent in the decision for retention.

**R3-6.6 Graduation.** The principal shall devise appropriate graduation ceremonies.

### **R3-7 Instructional Materials.**

**R3-7.1 Textbooks.** Teachers or department heads may request approved books within the limits determined by the budget. For books not yet adopted, teacher shall submit a list to the principal.

Teachers shall keep an accurate record of all textbooks issued to their students.

Teachers may allow pupils to carry home their books for study, but in case of loss or material injury, the book must be replaced at once by the pupil. To mark upon or otherwise deface any book furnished by the city must be regarded as a serious offense. Teachers shall be held responsible for the proper account and care of books.

### **R3-7.2 Media Center.**

a. The media center should include supply films, filmstrips, records, tape recorders, television sets, overhead projectors, video tape recorders, and other pertinent visual materials and equipment for use in instructional programs. All audiovisual materials shall be ordered on approval and, before purchase, at least two members of the staff, including the school librarian, shall preview and recommend acquisition.

The media center should also include materials for the professional growth of the teachers.

b. The objectives of the media center shall be to:

1. Provide students with media materials and services most appropriate to their growth and development as individuals.

2. Stimulate and guide students to find in their reading increasing enjoyment and satisfaction and to grow in critical judgment and appreciation.

3. Help students become skillful and discriminating users of libraries and of printed and audio-visual materials.

## INSTRUCTION

4. Work with teachers in the selection and use of all types of instructional materials which contribute to the teaching program.

5. Participate with teachers and administrators in programs for the continuing professional and cultural growth of the school staff.

### **R3-7.3 Instructional Aids for Special Subject Areas.**

(See Policy, P3-7.3)

### **R3-7.4 Selection of Materials; Procedure for Review.**

a. **Criteria.** Books, media and other materials shall be chosen to enrich and support the curriculum in accordance with the varied interest and maturity levels of the students. Specific criteria used in evaluation are:

1. Literacy quality.
2. Excellence in format.
3. Authenticity.
4. Timeliness or permanence.
5. Reading levels.

b. **Gifts; Discarding Material.** Acceptance of gifts and/or weeding and discarding of materials shall be considered in the same manner as above.

c. **Criticism.** If adverse criticism should arise in connection with any of these materials, the matter shall be handled as follows:

1. Procedure.

(a) All parents shall be sent notice informing them of the novel, novelettes and plays intended to be used as texts or required supplemental readings. Parents will have five school days to file an objection to their child being required to read any particular novel, novelette or play. If a timely objection is filed, the student shall be assigned an alternate novel, novelette or play, or an alternate course altogether, acceptable to the student's parents.

## INSTRUCTION

(b) The "Citizen's Request for Reconsideration of a Book" form shall be completed and signed by the person making the complaint so that proper identification and replay may be made.

(c) The written statement expressing the objection shall be submitted first to the librarian, the teacher or the principal of the school.

(d) The problem shall be referred to the proper supervisor. In the case of library materials, it shall be referred to the coordinator of Media Services. In the case of elementary textbooks, it shall be referred to the Director of BEP Services. In the case of secondary textbooks, it shall be referred to the department chairpersons at the middle school or the senior high school.

(e) The supervisor shall notify the Superintendent and the School Committee of the complaint.

### 2. **Disposition of Complaint.**

(a) After the "Citizen's Request for Reconsideration of a Book" form has been completed and filed, the complainant shall receive a written reply from the school librarian or the teacher and the principal involved.

(b) If the complainant is not satisfied, a meeting shall be arranged with him/her and the librarian or teacher, and principal.

(c) Without a satisfactory settlement at this point, the matter shall be referred to a review board, who will judge the suitability of the material in accordance with the above-mentioned principles and advise the School Committee.

### 3. **Review Board.** The review board shall consist of the following members:

(a) The Deputy Superintendent, Chairman.

(b) The proper supervisor mentioned in paragraph 1(c), above.

(c) A representative of the Woonsocket Teachers' Guild.

## INSTRUCTION

(d) Two ad hoc community members-at-large, to be selected by the School Committee.

Representatives of the press may be invited to the hearing.

The challenged material shall be held for consideration by the review board pending its written report. The final decision shall rest with the Superintendent and School Committee.

### **R3-8 Instructional Services.**

**R3-8.1 Guidance.** (See Policy, P3-8.1)

**R3-8.2 Reading Program.** (See Policy, P3-8.2)

**R3-8.3 Speech Therapy.** (See Policy, P3-8.3)

**R3-8.4 Tutoring.** Home and hospital instruction shall be provided by a certified special education teacher and other appropriately certified personnel as needed to any child with an impairment or condition that warrants such type of placement (contagious diseases are excluded). The minimum number of hours of instruction shall be five per school week at the elementary level and six at the secondary level unless fewer hours are recommended by the physician. Dependent upon the physical condition of the child, a number of instructional hours greater than the minimum required week is permissible.

**R3-8.5 Home Instruction.** In order to meet the requirements of Title 16, Chapter 19, Section 2, of the Rhode Island General Laws relating to education, specifically, parents must comply with the following:

1. The period of instruction shall be substantially equal to that required by the law in public schools.
2. A register must be kept and submitted to the principal of the district school the child would normally attend on a quarterly basis during the first year of home schooling. During subsequent years, yearly attendance reports will be required.
3. Reading, English, writing, geography, arithmetic, the history of the United States, the history of Rhode Island, and the principles of American government must be taught in English.

## **INSTRUCTION**

The Woonsocket School Committee requires that the quality and quantity of work being done with the home-schooled students be discussed with the Superintendent, or his/her designee, from time to time.

An agreement between the Woonsocket School Committee and the person requesting permission to provide home instruction must be signed. This agreement will consist of the signed curriculum form.

[amended 8/20/00]

### **R3-9 Values/Character Education.**

**R3-9.1 Philosophy.** (See policy, P3-9.1)

**R3-9.2 Character Education.** (See policy, P3-9.2)

**R3-9.3 Curriculum.** (See policy, P3-9.3)

## REGULATION

### CHAPTER IV

#### STUDENTS AND STUDENT SERVICES

##### **R4-1 Admission.**

**R4-1.1 Age.** (See Policy, P4-1.1)

**R4-1.1A Adults Attending Regular Day School Classes** (See Policy, P4-1.1A)

**R4-1.2 Immunizations and Tests.** A physician's written certificate of immunization to diphtheria, whooping cough, tetanus, polio, measles, and German measles shall be presented when a student is registered.

All students transferring from other districts shall comply with required immunization.

A physical examination by the family physician is recommended for all kindergarten registrants before they enter school.

**R4-1.3 Registration.** Pre-kindergarten and kindergarten registration shall be held on dates specified by the Superintendent in each year. The birth certificate of the student shall be presented at the time of registration.

Transfer students for kindergarten or elementary school registration shall be referred to the appropriate elementary school. Secondary level students shall register at the high school guidance office.

##### **R4-1.4 Nonresident Tuition.**

a. Requests for admission for each academic year to the Woonsocket Schools for nonresident pupils may be made to the Superintendent.

b. Admission as a tuition student may be granted to those students whose school record is satisfactory to the school administration and when it appears that the class size shall not be excessive, and in accordance with other rules established from time to time by the School Committee.

c. Families who intend to move into the district within 60 days of the opening of school or within 60 days of the date of application, but are temporarily residing outside the district because of circumstances beyond their control, may be allowed to enter their children in the district schools without a charge for tuition provided sufficient proof of intent to move into the district is shown. A written request shall be filed with the Superintendent indicating the date on which the applicant expects to become a district resident and stating the circumstances that make the request necessary.

## STUDENTS AND STUDENT SERVICES

d. If the family's move is delayed beyond the 60-day period of grace, tuition shall be charged from the 61<sup>st</sup> day to the date of the issuance of the certificate of occupancy.

e. Families who have children in the district schools shall be permitted to have their children finish the semester without charge if the family moves outside the district after December 1 in the first semester or May 1 in the second semester. If the family moves before either of these dates, a request to have the children remain in the district schools on a tuition basis may be made to the Superintendent.

f. Tuition for the Woonsocket Area Vocational-Technical Facility shall be charged to sending communities based on the October 1 enrollment or the highest enrollment after October 1. The tuition costs shall be determined by dividing the October 1 enrollment into the total operational costs minus any federal/state revenues.

**R4-1.5 Assignment; Transfer.** When a pupil changes his residence, he shall receive a discharge card showing his age, grade, and the number of weeks attendance during the school year. This card shall admit him to the same grade of school in any other part of the city. No one having been a pupil at one school can be admitted to another during the same school year, without presenting to the principal a permit from the Superintendent, or a transfer card from his former school.

### **R4-2 Attendance.**

**R4-2.1 Elementary School** (See Policy, P4-2A)

**R4-2.2 Middle School** (See Policy, P4-2B)

**R4-2.3 High School** (See Policy 4-2C)

### **R4-2.4 Attendance Officers.**

a. Shall investigate the absence of any pupil in excess of three days per week without valid explanation or upon the request of a school principal.

b. Shall submit reports to the appropriate administrator on all cases investigated.

c. Shall submit accurate monthly reports to the Superintendent.

d. Shall issue complaints in appropriate cases against a parent, guardian or child.

e. Shall be in compliance with all the General Laws of the State of Rhode Island

[G.L. 16-19-1]

[G.L. 16-19-3]

[G.L. 16-19-4]

[G.L. 16-19-5]

[G.L. 16-19-6]

[G.L. 16-19-7]

[G.L. 16-19-8]

[G.L. 16-19-9]

## STUDENTS AND STUDENT SERVICES

**R4-2A Awards.** Athletic Awards. (See Policy, 4-2C)

### **R4-3 Conduct and Discipline Other Than Exclusion of Students from School.**

**R4-3.1 Behavioral Guide.** Students shall conform to the rules and regulations of the School Committee, the Superintendent of Schools and the building principal. copies of specific regulations governing the students in each school shall be made available to them upon their entrance into that school. Additional rules or rule changes shall be given adequate publicity among the students by the principals.

The following regulations shall be observed by students in all Woonsocket Schools:

a. **Dress.** Students shall be encouraged to dress in attire which is neat and comfortable. Extremes in attire which may be disruptive to classes, and a possible safety or health hazard in certain classroom settings shall not be permitted.

No student shall wear head gear of any sort in school buildings except as directed by school personnel for safety purposes, for special events or activities or where permission is given by the appropriate administrator in special situations. This policy shall not be deemed to prohibit the wearing of hair ribbons or similar items.

Articles of clothing that cause excessive maintenance problems, such as cleats on boots, shoes that scratch floors, and trousers with metal rivets that scratch furniture shall not be permitted.

Students shall be required to wear clothing approved by the director of the Woonsocket Area Vocational-Technical Facility due to safety requirements for various laboratories.

Pupils must be clean in person and dress. A pupil who is not personally clean or comes from a family afflicted with any contagious disease shall not be allowed to remain in school.

Students shall be required to wear clothing approved by the physical education department during gym periods, and to shower after gym classes unless excused by a physician.

b. **Litter; Damage.** Students shall not throw paper or debris of any kind on the grass, sidewalks or streets adjacent to the school. All employees of the school district shall enforce this rule, and principals shall take any disciplinary action necessary to curb violations. It shall be the responsibility of all employees of the school district to safeguard school property from damage by students. Violations shall be reported to the principal for disciplinary action and assessment for damages.

## STUDENTS AND STUDENT SERVICES

c. **Students in Buildings.** At no time shall students be detained or permitted to remain in a school building after school hours without a teacher. If for any reason a teacher keeps a student after school hours, the student shall remain in the teacher's room with the teacher present.

d. **Collection About School Buildings.** Students shall not collect about the school buildings earlier than 25 minutes before the beginning of each session, nor shall they remain in the vicinity of the school after dismissal. Pupils shall be allowed to enter the school and take seats in their classrooms at the ringing of the first bell.

e. **Calls and Messages.** Pupils shall not answer calls at the door, or receive any message, without special permission of the teacher.

f. **Use of Students.** No pupil shall be sent on any errand during school hours.

g. **Student's Personal Conduct.** Every student is expected to be diligent in his studies and demonstrate a sincere desire to profit by the educational experiences provided.

Citizenship in a democracy requires respect for the rights of others. Student conduct shall reflect consideration for the rights and privileges of all members of the school community.

High personal standards of courtesy, decency, good manners, acceptable language, honesty, and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work, and achievement within one's ability shall be expected of all students.

### **R-4-3.2 Drugs and Alcohol.** (See Policy, 4-3.2)

A student apprehended for the abuse of alcohol, narcotics, or other drugs by law enforcement authorities, off the school grounds and before or after school hours, and not in connection with a school-related activity, shall be permitted to continue attending classes on a probationary basis until some disposition is made of his case in court. This probation shall include surveillance by school authorities and may include exclusion from some or all school social and extracurricular functions. After the case is heard, the school shall take into account the recommendation of the court authorities in dealing with the student for the remainder of the school year.

a. The following guidelines shall be employed by teachers and guidance counselors in the drug control program:

1. They shall be alert to the symptomatic reactions of users; the teacher or counselor is frequently the only one who can note a radical change in personality, attitudes, habits and physical coordination of a user.

## **STUDENTS AND STUDENT SERVICES**

2. They shall report all observed, rumors or suspected cases of drug and alcohol abuse to the school principal.

3. If a student refers himself or takes a teacher or counselor into his confidence by admitting to be a user, the teacher or counselor shall inform the student that his case must be reported to the school principal, who shall then refer the student to the appropriate personnel for priority action.

4. The principal shall report the results of the case to the teacher or counselor.

b. The following guidelines shall be employed by administrators:

1. They shall give priority attention to all suspected drug and alcohol cases referred to their offices.

2. They shall handle initial referrals based upon rumor or suspicion in a counseling manner involving parents, the guidance department and the school psychologist.

3. Referrals based upon observation shall identify the student as a user, and administrators shall notify parents immediately, may remove the student from school, and refer the case to the appropriate community agency. The student shall be permitted to return to school on the recommendation of the agency or the courts.

### **R4-3.2(a) Discipline and Intervention for Alcohol and Other Drug Offenses.**

(See Policy, P4-3.2(a))

**R4-3.3 Rehabilitation and Homework.** (See Policy, P4-3.3)

**R4-3.4 Corporal Punishment.** (See Policy, P4-3.4)

**R4-3.5 Police Investigation.** (See Policy, P-4-3.5)

**R4-3.6 Pupil Injury to School Property.** (See Policy, P4-3.6)

**R4-3.7 Other Discipline.** (See Policy, P4-3.7)

**R4-3.8 School Lockers and Desks.** (See Policy, P4-3.8)

**R4-3A Smoke Free Environment.** (See Policy, P4-3A)

**R4-3B Sexual Harassment.** (See Policy, P2-20)

## **STUDENTS AND STUDENT SERVICES**

**R4-4 Disciplinary Exclusions of Students from School.** (See Policy, P4-4)

**R4-4(a) Disciplinary Policies and Procedures for Children with Disabilities.**  
(See Policy, P4-4(a))

**R4-5 Grievances, Students.** (See Policy, P4-5)

**R4-6 Disorder Procedures.** (See Policy, P4-6)

**R4-7 Health Program.**

**R4-7.1 Objectives.** (See Policy, P4-7.1)

**R4-7.2 Medical Staff.**

a. The school physician shall advise administrators and nurses in the development of a school health program; conduct periodic physical examinations of pupils, teachers and other School Committee employees; and submit a written report to the Superintendent annually.

The diagnosis and treatment of illness or injury, except in emergencies, shall not be a function or responsibility of the school physician or nurse.

b. The school dentist shall conduct an annual dental examination of all enrolled children, advise administrators and nurses in the development of a dental health program and submit a written report to the Superintendent annually.

c. Full-time certified nurses shall be employed by the Woonsocket School District. They shall be responsible for the general medical care of the students in their buildings. They shall conduct weight and height check-ups and vision, speech and hearing tests at regular intervals, as well as such other duties as may be required by their job specifications or supervisor.

**R4-7.3 The School Nurse.** (See Policy, P4-7.3)

## STUDENTS AND STUDENT SERVICES

### R4-7.4 Illness or Accident in School.

a. Students shall not be permitted to render first aid to themselves or to other students. School personnel shall render first aid care only to students who are injured at school. Students who are injured at home or in areas for which the school is not responsible shall not be treated by school personnel except as an emergency may dictate.

b. School personnel shall under no circumstances stipulate or imply to a student or parent that they or the school are responsible or liable for any accident.

c. Accident to students in a school building or school playground shall be reported immediately to the principal and the nurse, if available, by the teacher in charge. A report shall be submitted by the nurse to the Superintendent which shall state the nature of the injury, the action taken by the nurse, including treatment, and whether the student is covered by insurance. Every effort shall be made to contact the parents.

d. The school physician shall be notified when an accident involves any type of head injury.

e. The school physician or nurse shall, when requested by the principal or teacher, examine the student, render any first aid treatment required, and recommend the appropriate disposition of the case. The physician or nurse shall proceed on the assumption of maximum disability if the severity of an injury cannot be determined.

f. In any case of illness or accident, if the nurse is not on duty in her office, a child should report to the Administration Office for assistance.

Any child who must be sent home due to illness or accident must remain either in the Nurse's Office or Administration Office until the parent or a responsible person picks up the child.

[adopted 10/14/93]

g. Should it be advisable to excuse the student from school, the following procedures shall be followed:

1. In the high school, the student shall obtain a pass from the nurse and report to the main office before leaving the building. The student's parents or guardian shall be notified that he or she is being dismissed from school.

In the elementary and middle schools, parents or guardians shall be advised of the situation and requested to call at the school for the student or send a responsible person for the student.

## STUDENTS AND STUDENT SERVICES

2. If the family cannot be reached or a member of the family is unable to call for the student, he shall be taken home by an employee of the school district or by the police. At no time shall the student be left at home alone, but with the parents' consent he may be left with a neighbor as listed on his medical form.

3. If it is necessary to have the student checked by a physician and the family cannot be reached, the student shall be taken to his family physician or the school physician or either physician shall be called by telephone. A seriously injured student shall not be transported from the site unless directed by the physician or the school nurse or a rescue person. An ambulance may be used if the need arises.

4. If a serious accident occurs, the nurse or school physician or any physician quickly obtainable shall be summoned at once, but the services of a physician so summoned shall be limited to immediate emergency care

**R4-7.5 Child Abuse.** (See Policy, P4-7.5)

**R4-7.6 Physical Examination for Participation in Athletics.**  
(See Policy, P4-7.6)

**R4-7.7 Health Records.** The school nurse shall complete detailed individual health records of each student, including results of health examinations, annual health surveys, vital statistics, family health records and health problems.

**R4-7.8 Aids.** (See Policy, P4-7.8)

**R4-7.9 Medication Administration** (See Policy, P4-7.9)

For the purpose of safety and efficiently administering FDA approved, prescribed medications to Woonsocket Public School students, the following **procedure** shall be followed:

1. If it is necessary to administer medication at school, it is required the CNST be presented with a written physician's order, including:
  - a. name of medication
  - b. dosage to be administered
  - c. times to be given (a 1 hour window of administration is allowed unless specifically ordered otherwise)
  - d. duration
  - e. reason for medication (see Medication Permission Form attached as Exhibit 1A).
  - f. self carry on field trip/school
2. All oral medications are counted by the CNST with a witness upon arrival. The number of pills counted is entered in the top corner of the appropriate block on the Medication Record. (See attached Exhibit 2)

## STUDENTS AND STUDENT SERVICES

### R4-7.9 Medication Administration (cont.)

3. All medications are stored in locked cabinet or closet. Only authorized personnel (principal and CSNT) have access to keys. Medications are not left unguarded at any time.
4. Sharps containers are in close proximity for any intramuscular (IM) or subcutaneous (SC) medication administration or lancets.
5. The student must be properly identified *prior* to administering his medication. The student must state his name, or school personnel knowledgeable about the student must identify the child. A photograph of said child attached to the prescription bottle shall further identify the child.
6. Medication bottle is check three times.
  - when removing medication from cabinet
  - when taking drug from the bottle
  - when returning the bottle to its storage place
7. All medication administered by the CNST shall be documented on the standard Medication Administration Record (see attached Exhibit 2) at the time of administration. The Medication Administration Record sheets and original physician's orders are saved in the student's health record at the end of each school year or when the medication is discontinued. Documentation is in accordance with the Rules & Regulations for School Health Programs (R16-21-SCHO).
8. Discontinued medication orders are highlighted with yellow highlighter on the Medication Administration Record. The new doctor order is then entered on the record with the appropriate date and information.
9. If medication is discontinued or child has changed school placement, the parent is notified to pickup the unused medication bottle. If parent does not pick up medication by the end of the school year, medication is counted (with a witness) and destroyed (flushed in toilet). This action must be recorded on the reverse side of the medication log.
10. A student may deliver his own medication to school and must give it to the CNST as soon as possible. The student may not self-administer the controlled substance while on school property unless #11 is complete.
11. With written physician and parent or guardian permission, a student may self-carry one-dosage and administer a prescription medication, such as an inhaler, or Epi-Pen, while on school property. The school principal shall receive a list of these students from the CNST.

## STUDENTS AND STUDENT SERVICES

### R4-7.9 Medication Administration (cont.)

12. Field trips: In order to accommodate the student's need for medication on field trips, the following options are available:
  - a. The parent may accompany the child and administer the medication.
  - b. Students may be allowed to self carry and self-administer a one dose supply of controlled medication during an off-site school activity with the parent's and physician's written authorization as stated on the Medication Permission Request Form. The parent shall supply medication and shall be stored and transported in original prescription labeled container or manufacturer labeled container.
13. Medication Errors: In case of medication error by the CSNT, a "Medication Error Incident Report" (see attached Exhibit 3) must be completed and forwarded to the building Principal and Director of Special Education *immediately*.
14. In keeping with best pediatric standards, only FDA approved medications will be administered.
15. At the conclusion of the school year, parents shall be notified by the CNST to pick up any remaining prescription medication (see End of School Year Medication Notice attached as Exhibit 4).

[amended 4/24/02]

## STUDENTS AND STUDENT SERVICES

### R4-8 Public Safety.

**R4-8.1 Playgrounds.** (See Policy, P4-8.1)

### R4-8.2 Fire Drills

#### a. General.

1. There shall be at least 15 fire drills each year in accordance with G. L. 16-21.4.
2. The signal shall be one long ring of the fire bell.
3. Directions for leaving rooms shall be posted in each room.
4. Ringing the fire alarm for the fire drill shall be the sole responsibility of the principal or his designee; but if there is a fire, anyone shall turn in an alarm.

b. **Procedures.** Teachers shall be acquainted with exit locations.

c. **Order.** Strict order shall be maintained throughout fire drills. Disorderly pupils shall be sent to the principal's office.

In order to facilitate quick exit, double lines shall be formed. All doors leading to stairways are fire doors, which shall be kept closed at all times except during passing between periods. The last teacher at each door on each floor shall close the doors after the pupils have made their exit. All lights shall be extinguished in classrooms and in the auditorium during fire drills. All teachers shall be alert for any disorder and shall accompany their class during the drill period.

#### d. Special Drills.

1. On very cold or rainy days, pupils shall not pass through the outside exit doors, but shall stand at the doors until the bell to return to class has sounded.

2. There shall be at least four drills wherein at least one exit and stairway in the school buildings are blocked off or not used and at least two of such obstructed drills shall be held during the months of September and October.

3. There shall be at least one "heavy smoke" drill each year.

[G. L. 16-21-4]

4. If the bells are not in working order, as might occur in a real fire, the office shall send messengers to each floor with cards reading FIRE DRILL – NO BELL. Teachers shall then proceed with the regular formation as if the bell had rung.

**R4-8.3 Civil Defense and Disaster Control.** The major objectives of civil defense and disaster plans are to save lives and property in the event of a disaster. It is

## STUDENTS AND STUDENT SERVICES

mandatory that each school have its own plan to provide for the maximum safety of the pupils and employees of the school. This school plan shall be prepared annually by the school principal, shall be in accordance with district policies and procedures as set forth in the regulation and shall be approved by the board. Each school plan shall include specific courses of action to be taken in case of disaster, and the following considerations shall be noted:

Disasters are unpredictable as to magnitude or location. Any plan for use of school facilities must be flexible as there is no uniform pattern for disaster. There are three basic types of disasters that threaten the district: war-caused, natural (floods, fires, earthquakes, etc.). catastrophic (large explosions, airplane accidents, bus or train wrecks, etc.)

In the threat of disaster, as in the disaster itself, mass panic will be one of the greatest dangers to students. Staff members are reminded that in times of stress, students will look for leadership from those who are normally in an authoritative position. Remain calm, size up the situation, and take action based on known facts. The teacher evacuating the area with his students must keep a roster of pupils with him. This is necessary in order to take a quick attendance count in an emergency. It is the legal and moral obligation of every employee of the district to become thoroughly familiar with all civil defense and disaster procedures.

The following procedures, in accordance with the recommendation of the Department of Defense and local civil defense authorities, will be observed and enacted in the event of an emergency:

a. **Military Attack by Foreign Nations.** In the event of a military attack upon the United States, a warning will be flashed to more than 400 key warning points throughout the nation in a matter of seconds. From these points the warning will fan out through state and local systems so that citizens may be alerted. Each school in the district will receive this warning through the bell and lights warning receivers or radio monitor receivers which are connected to the North American Air Defense Command Headquarters. The emergency for each warning is outlined as follows:

1. **Strategic Warning.** No public warning devices will be sounded. Dissemination will be by news media, radio, telephone. The warning time may vary from several hours to several days.

2. **Attention Signal.** In a tense international situation, there is a possibility that the federal government may warn the public to prepare for an enemy attack. The signal will be heard on our local attack warning system. Each school principal is to be informed of the reception of the ALERT signal. All civil defense radios are to be tuned to WWON (1240). After an evaluation of the ALERT condition, the principal or other authorized official shall decide to take cover at the school or evacuate the school. The principal will designate the correct alarm to be sounded over the school bell system or announcement to be made over the intercommunication system. If the decision is made to evacuate the school, students will be dismissed according to plan and instructions provided by the principal. The principal shall send all walkers home immediately. Riders (bus riders)

## STUDENTS AND STUDENT SERVICES

shall either be dismissed and transported by buses to the near vicinity of their homes or held at school in the safest area possible until bus transportation is advisable.

4. **Action Signal.** This is the take-cover signal which means that information has been received that an attack on this country is in progress or is imminent. Each teacher shall be responsible for the maximum safety and protection of his pupils until relieved of such responsibility by higher authority. Children should bury their faces with one arm and close their eyes. The exposed portion of the neck should be covered with a hand. Blinds, drapes, and jalousies should be closed if possible. Teachers should be prepared to administer first aid. Above all, any signs of panic must be eliminated. Remain in shelter until ordered to evacuate by a higher authority.

4. **Attack Without Warning.** The only evidence of this type of attack will be an extremely bright and intense flash of light. It will be the brightest light you have ever seen. The shock (blast) will follow immediately, (the larger the bomb the shorter span of time from the flash and the shock). The only warning will be a command by the teacher. It is recommended that this command be DROP. Actions to follow this attack will be the same as the steps taken during and after the take-cover situation.

- b. **Bomb Threat.** If a bomb scare occurs, the following steps shall be taken under the direction of the principal:

1. The principal shall notify the police immediately. Since a bomb scare constitutes a threat to public safety; the school personnel shall carry out the instructions of the police authority.

2. After the police have been notified, the building at the discretion of the principal may be evacuated. Teachers shall accompany the students. If the bomb scare occurs during inclement weather, the principal shall decide whether students shall remain on the school grounds, proceed to another building, such as a church, or be dismissed.

3. Classes should be moved to a point at a greater distance from the building than the normal fire evacuation areas.

4. All personnel will be cautioned against picking up any strange object which could be a bomb.

5. If police and school authorities determine that the building is safe, students shall return to their classes.

- c. **Fallen Aircraft.** If an aircraft falls near the school, the principal shall determine what action should be implemented. If necessary, teachers will take immediate action for the safety of students without waiting for directions from higher authority. All students and staff must be kept at a safe distance, allowing for possible explosion. If possible, the principal should determine whether the aircraft is military, commercial, or a private plane and notify the fire and police departments.

## STUDENTS AND STUDENT SERVICES

d. **Explosion.** In the event of an explosion at the school, such as one caused by leaking gas or a faulty boiler within a building, the command DROP shall be given. All staff personnel and students shall drop to their knees with the backs to the windows and knees together. They shall get under desks or tables where available, clasp both hands firmly behind the head, covering the neck, and protect the face and head with forearms, eyes closed tightly. Everyone shall stay in the building until the shock has subsided completely. Instructions to follow will depend upon circumstances and extent of damage to building.

When the shock has subsided an orderly fire drill shall be conducted to evacuate the building. Students and teachers shall move to a position well away from the buildings and remain there until given further instructions. The principal shall call the fire department and shall notify the Superintendent's office immediately.

Following the vacating of a building that has been damaged by an explosion, students shall not be permitted to reenter the building until permission to do so is received from the principal. Teachers will be directly responsible for the enforcement of this regulation.

If students are outside during an explosion, they shall stay clear of and remain away from all buildings until further instructions are given.

e. **Chemical Accident.** Chemical accidents of disaster magnitude would include tank truck accidents involving large quantities of toxic gases. Should a chemical accident endanger the students and the staff, the principal will determine the need to evacuate the building and school grounds. If appropriate, action will be taken to evacuate the building and possibly the area. This information will reach the classroom by announcement over the public address system or by a messenger. All movement will be crosswind, never up or downwind, if possible to avoid fumes. Prudent first aid, if necessary, shall be rendered. Asphyxia will be the major danger from breathing contaminated air. School personnel shall be alert for this and other conditions. Students and staff shall not return to the school until officials declare the area safe. The principal shall notify fire and police departments.

f. **School Utilization.** The following recommendations are presented to serve as a guide in determining procedures for school utilization in the event of any type of disaster:

1. Planning for emergency utilization of school facilities shall be based on the assumption that the school may be used by local government for a variety of purposes rather than any one specific use. These uses might include one or more of the following: mass care center, first aid station, operations center, emergency hospital, assembly areas, temporary morgue.

Operation of the school during emergency periods will usually be the task of local government or of the American National Red Cross, assisted by school employees.

2. The principal shall be prepared to open the school on short notice for emergency use by local government, (welfare, medical, etc.) or Red Cross personnel who operate or manage the activity during the emergency period.

3. The principal, custodian and nurse shall attempt to report to their own school for disaster duty; other school employees should attempt to report to the nearest school and offer their services, if needed. School personnel should expect administrative assignments in support of the principal function of the type center but would not be expected to perform technical assignments.

4. Each school shall have a definite orientation and training program for school employees to keep them thoroughly familiar with the current school plans and emergency procedures, including actions necessary to open the school for emergency use and ways in which they will be able to assist the emergency services.

#### **R4-9 Transportation.**

A student who is eligible to be transported by bus shall be assigned to ride the bus unless a written note from his parent is received in advance. No provisions shall be made for students to change buses or for guest riders.

Student eligibility shall be determined principally by a mileage limit according to school; for the elementary school it shall be one mile; middle school, one and three-quarter miles; and two and one-quarter miles for high school. Medical problems and safety conditions are factors which determine eligibility and shall be considered on an individual basis. All students who ride school buses shall observe the following regulations: [amended 9/27/00]

a. The bus driver shall be in full charge of the bus and students. Students shall obey the driver and bus monitor promptly and willingly.

b. Students shall ride their regularly assigned bus at all times, unless permission has been granted by the school authorities to do otherwise. School authorities shall verify with the drivers the availability of extra seating space and not issue bus passes for non-regular riders if it shall cause standees on the bus.

c. Unless by written permission of school authorities, no student shall be permitted to leave the bus except at his or her regular stop.

d. Each student may be assigned a seat in which he shall be seated at all times, unless permission to change is given by the school principal or driver.

e. Outside of ordinary conversation, classroom conduct shall be observed.

f. Students shall assist in keeping the bus clean by keeping their waste paper off the floor. Students shall also refrain from throwing refuse out of windows. Eating shall not be allowed.

## STUDENTS AND STUDENT SERVICES

- g. No student shall smoke or light matches on a school bus.
- h. No student shall at any time extend his head, hands or arms out of the windows, whether the school bus is in motion or standing still.
- i. No student shall open a window on the school bus without first getting permission from the school bus driver.
- j. Students shall see that they have nothing in their possession which may cause injury to another, such as sticks, breakable containers, any type of firearms, straps or pins extending from their clothing. No animal shall be permitted on the bus, except for muzzled "seeing eye" dogs.
- k. Each student shall see that his books and personal belongings are kept out of the aisle. Special permission shall be granted by school authorities to transport any large items.
  - 1. No student shall be allowed to talk to the driver more than is necessary.
- m. No student shall sit in the driver's seat, nor shall any student be located to the immediate left or right of the driver.
- n. Students shall remain seated while the bus is in motion, and are not to get on or off the bus until it has come to a full stop.
- o. Students shall leave the bus in an orderly manner and shall obey the orders of the school bus driver. They shall not cross the highway until given consent by the school bus driver or bus monitor. When boarding or leaving the bus, students shall be in view of the driver and monitor at all times.
- p. Students shall cross the highway at least ten feet in front of the school bus and never behind it.
- q. Students shall not stand or play in the roadway while waiting for the bus. Students shall leave home early enough to arrive at the bus stop before the bus is due.
- r. Self-discipline shall be exercised by students at the bus loading area. Students shall refrain from pushing and shoving other students.
- s. Students who have to walk some distance along the highway to the bus loading zone, where practicable, shall walk on the left-hand side facing the oncoming traffic. This shall also apply to students leaving the bus loading zone in the evening.
- t. Students' misconduct on a bus shall be sufficient reason to discontinue providing bus transportation to those students involved.
- u. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, shall be followed.

## **STUDENTS AND STUDENT SERVICES**

v. Parents of students damaging school buses shall be responsible for proper reimbursement to the school district.

w. Students shall not run errands between the bus stop and their home.

x. Discipline problems occurring on a bus or from the Area Vocational-Technical Facility shall be the responsibility of the sending community.

Bicycles may be used as transportation to and from school by students. Each principal shall regulate the safe and proper use of bicycles. The principal may prohibit the use of a bicycle by any student who does not follow the regulations established for his and others' safety.

**R4-10 School Lunches.** (See Policy, P4-10)

**R4-11 Inspections of Student Records.** (See Policy, P4-11)

**R4-12 Fund Drives and Gifts.** (See Policy, P4-12)

**R4-13 Philosophy of Athletes.** (See Policy, P4-13)

**R4-13.1 Student-Athlete Substance Abuse Policy**

**R4-13.2 Appeals Process.** (See Policy, P4-13.2)

**R4-14 Athletic Equipment Distribution Policy.** (See Policy, P4-14)

**REGULATION**  
**CHAPTER V**  
**CERTIFIED PERSONNEL**

**R5-1 Woonsocket Teachers' Guild Agreement.** (See Policy, P5-1)

**R5-2 Employment.**

**R5-2.1 Application.**

Every applicant must complete and sign an application form before an applicant can be considered for employment. Applicants for a certified position shall use approved Form R5-2 contained in the Appendix of Forms.

**R5-2.2 Authorization for Employment and Criminal Background Check.**

Every finalist for employment is required, as a condition for employment, to submit to an employment and criminal background check. The Superintendent of Schools shall require all finalists to complete and sign an authorization for an employment and criminal background check (Form R5-2A, Appendix of Forms).

**R5-2.3 Procedure for Criminal Background Check.**

1. The Superintendent shall forward a letter to the Chief of the Bureau of Criminal Identification, in the R. I. Department of the Attorney General, requesting a criminal background check on said applicant for the purpose of employment in the Woonsocket Education Department (Form R5-2B, Appendix of Forms). The Superintendent will enclose therewith the authorization of said applicant for the same (Form R5-2A, Appendix of Forms).

2. Upon return of the foregoing letter by the Bureau of Criminal Identification marked thereon "Record," the Superintendent shall do the following:

a. File the original letter in the personnel folder of the applicant; and,

b. Forward a copy thereof forthwith to the applicant, together with a letter directing the applicant to personally appear, with or without counsel, to the Office of the Bureau of Criminal Identification, for the purpose of procuring the criminal record within ten (10) working days from date of mailing thereof, and further directing the applicant to submit to an interview with the Superintendent on a specific date not later than fifteen (15) working days from date of mailing thereof for the purpose of reviewing the record obtained (Form R5-2C, Appendix of Forms).

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3. Failure to procure the criminal record within the time specified and failure to appear on the date and time scheduled for the interview with the Superintendent shall be cause for denial of the application for employment. The applicant shall be informed in writing of the denial of his/her application; and there shall be no appeal to the School Committee with respect to the Superintendent's denial thereof on the foregoing ground(s) (Form R5-2D, Appendix of Forms).

4. The applicant shall, at the interview with the Superintendent, submit the criminal record for review and consideration thereof. No application for employment may be denied on the basis of conviction or arrest pending disposition of one or more criminal offenses unless;

a. There is a direct relationship between the criminal offense and the specific employment sought; or

b. Employing the applicant would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public; or

c. The criminal offense is one set forth in the "Addendum – Criminal Records Checks, Disqualifying Information," or any amendment thereto, to the Regulations of the Department for children and Their Families pertaining to employment in child care facilities.

5. With respect to disqualifying an applicant for employment on either or both of the first two foregoing grounds, consideration should be given to the nature and seriousness of the crime(s) in relation to the job sought, the age of the applicant at the time of the conviction(s), the extent of the applicant's rehabilitation, the time that has elapsed since the conviction(s) and the circumstances under which the crime was committed. However, no such consideration shall be given with respect to disqualifying an applicant on the third foregoing ground.

6. Within five (5) working days from date of interview with applicant, the Superintendent must notify the applicant, in writing, of the approval or denial of the application for employment (Form R5-2E, Appendix of Forms).

7. Within five (5) working days of receipt of written notification of the denial of the application for employment in whole or in part on the basis of disqualifying information in the criminal record, the applicant may file an appeal of the denial to the School Committee. The appeal shall be on a written form entitled "Request for Hearing on Criminal Records Information" (Form R5-2F, Appendix of Forms). The appeal form shall be filed in the office of the Superintendent.

8. Within ten (10) working days after submission of the appeal notice, the applicant must submit written references attesting to his/her moral character or abilities or other documentation sufficient to warrant disregard of the first two (2) grounds for denial of employment set forth in regulation numbered 4 herein, if either or both of said grounds were the cause of the denial of the application for employment.

## **CERTIFIED PERSONNEL**

9. Within fifteen (15) days from date of the submission of the appeal notice, the Superintendent shall notify in writing the applicant of the date and time of the appeal hearing before the School Committee and of the applicant's right to have an attorney present thereat (Form R5-2G, Appendix of Forms). The appeal hearing shall be held within thirty (30) days from the submission of the appeal notice.

10. Failure of the applicant to submit an appeal notice within the time specified or failure to appear for the appeal hearing before the School Committee shall be deemed a waiver of the appeal and the decision of the Superintendent denying the application for employment shall stand.

11. The School Committee shall, within five (5) working days after the appeal hearing has taken place, notify the applicant of its decision upholding or reversing the denial of the application for employment (Form R5-2H, Appendix of Forms).

12. The criminal record of the applicant finalist, whether accepted or rejected for employment, together with letters and other documentation pertaining to said record shall be sealed in the personnel folder of said applicant.

### **R5-2.4 Forms.**

The following approved Appendix of Forms will be utilized in the employment and criminal background check:

1. Application Form (R5-2)
2. Pre-Employment Authorization Form (R5-2A)
3. Request for Criminal Background Check (R5-2B)
4. Notice of Criminal Record (R5-2C)
5. Notice of Denial of Employment Application (R5-2D)  
(Failure to Comply with Departmental Regulations).
6. Notice of Denial of Employment Application (R5-2E)  
(Disqualifying Information)
7. Request for Hearing on Criminal Records Information (R5-2F)
8. Notice of Appeal Hearing (R5-2G)
9. Notice of Decision of Woonsocket School Committee (R5-2H)

### **R5-2.5 No Retroactive Effect**

No changes in the application, hiring, or promotion policies will apply to present employees or others once they become employed by the Woonsocket Education Department.

**DEPARTMENT FOR CHILDREN AND THEIR FAMILIES**

## Addendum – Criminal Records Check

**Disqualifying information**

Information contained in the national criminal identification computer pertaining to conviction or arrest pending disposition for the crimes identified below and will result in a letter to applicant and operator disqualifying the applicant from employment in child-caring facilities

**Offences Against the Person**

Murder  
 Voluntary manslaughter  
 Involuntary manslaughter  
 Kidnapping  
 Kidnapping with intent to extort  
 First degree sexual assault  
 Second degree sexual assault  
 Third degree sexual assault  
 Assault by spouse  
 Assault with intent to commit specified felonies  
 Felony assault  
 Domestic assault  
 First degree child abuse  
 Second degree child abuse

**Offenses Against the Family**

Incest  
 Child snatching  
 Exploitation fro commercial or immoral purposes

**Public Indecency**

Transportation for indecent purposes;  
     Harboring  
     Prostitution  
 Pandering  
 Deriving support or maintenance from prostitution  
 Circulation of obscene publications and shows sale or  
     exhibition to minors of indecent publications, pictures  
     or articles  
 Child nudity in publication

## **CERTIFIED PERSONNEL**

### **Drug Offenses**

Any offence constituting a felony which is enumerated in Rhode Island General Law 21-28-1.01 et seq., the Uniform Controlled Substances Act.

### **R5-2.6 Recruitment.**

When a teaching vacancy occurs, the Superintendent, or his designee, shall employ such measures as is deemed necessary to obtain the best candidate for the position.

### **R5-2.7 Selection.**

a. A person interested in obtaining employment shall have his/her credentials forwarded to the Superintendent's office together with a letter of application. The school district shall send an application form and other pertinent information to the applicant.

b. Applications shall be kept on file until a vacancy occurs. At that time, all applications shall be screened for each position that has to be filled. Personal interviews shall be conducted only with those candidates whose recommendations and credentials warrant further consideration. Each applicant however living within the City of Woonsocket shall be given the courtesy of an interview.

c. Teacher selection shall be a team process involving the Superintendent, or his designee, the principal, and department heads or supervisors. Candidates shall be selected on the basis of their qualifications for the particular available position. The extent and quality of each candidate's experiential background shall be examined. Each candidate's collegiate reference file and college transcripts shall be examined. Recommendations from reliable sources shall be carefully and confidentially examined and if feasible, the candidate may be observed at work.

d. Application forms shall include the following information:

1. Educational preparation and degrees earned, supported by official transcripts.
2. Statements of teaching experiences.
3. Statements of educational administration experience.
4. Work experience.
5. All information submitted with this application must be verifiable.

## CERTIFIED PERSONNEL

6. Statement of reasons for consideration by the candidates based upon pertinent information not included in the above statements.

7. Applicant's signature.

e. Advancement and promotion with the school system will be based on the following rating of candidates (maximum – 700 points):

1. **Education:** Maximum of 150 points. Master's degree or equivalent will rate 75 points. Graduate credit, beyond the master's degree in the field of administration and/or supervision will be rated on the basis of three points per credit to a maximum of 75 points.

2. **Day School Experience:** Maximum of 100 points. Educational experience shall be rated at five points a year for the sixth to the tenth year for maximum of 25 points. Day school administrative experience shall be rated at five points a year to a maximum of five years for service as a teacher in charge as designated by the superintendent, department head, assistant principal, principal, supervisor, research assistant, assistant director, or director, to a maximum of 75 points. Service in a committee appointed "acting" capacity in any of the listed administrative positions shall be given full credit under this section. If a person serves simultaneously in more than one administration position, he/she shall receive credit for only one position.

3. **Quality of Performance:** Maximum of 300 points. The Superintendent, or his designee, shall give consideration to statements and evaluations made by those school officials who have been in a position to observe the performance of the candidate, in addition to his (superintendent's or his designee's) own evaluation.

4. **Oral Interview:** Maximum of 150 points. The Superintendent, or his designee, shall convene an interviewing committee to include the Superintendent and/or his representative; the immediate supervisor to the position under consideration; other appropriate administrative personnel as determined by the Superintendent, or his designee. The interviewing committee may include a representative member of the Woonsocket School Committee.

f. Each certified applicant shall be required to present his pertinent certification records and substantiate his prior teaching experience for appropriate placement on the salary schedule. An applicant must have worked at least 135 days in any given school year to receive credit for one year of teaching. All applications shall be kept on file in the Superintendent's office, and may be reviewed by any member of the School Committee. School Committee members may observe any interviews of candidates. Each successful candidate shall be recommended by the Superintendent for appointment by the School Committee.

## **CERTIFIED PERSONNEL**

### **R5-2.8 Continued Employment.** (See Policy, P5-2.4)

### **R5-3 Responsibilities of Teachers.**

#### **R5-3.1 General Duties.**

a. Teachers shall be responsible for the care, instruction and discipline of students in their charge, and for any or all students outside of class hours as assigned by the principal of the school. Teachers shall enforce all rules governing the conduct of pupils, as such rules may be prescribed by law, the School Committee, the Superintendent of Schools or the Principal. Teachers shall maintain hygienic conditions and practices in their classrooms, and report to the principal any serious accident or illness. They shall abide by the rules set up by their building principal regarding permission for children to leave school at the request of or in the company of any person who is not a school officer. Continuous growth is expected of all staff members in order to meet their obligations to the pupils and to the community. Each certified employee has the major responsibility for his own professional growth.

b. Teachers shall also have special care and responsibility for school buildings, furniture, textbooks, apparatus, educational materials, supplies, and all other public property belonging to their premises.

c. The Woonsocket Department of Education recognizes its responsibility to be of service to teachers in assisting them to provide the highest type of instruction in the classroom and to encourage professional growth. Continued success for each teacher is greatly desired, and whenever possible in-service training programs are provided to assist teachers toward maximum teaching efficiently.

d. It is a professional obligation of all certified personnel to be aware of the legal rights and moral responsibilities of the teaching profession.

e. Teachers who accept employment concurrently accept professional obligations to the members of their own professional and the school district in which they teach. These professional obligations include:

1. Maintaining a high degree of professional competency in the classroom.
2. Having satisfactory relationships with fellow employees and the community.
3. Maintaining professional attitudes.
4. Continuing to develop and show satisfactory evidence of personal qualities which contribute to the success of a teacher.
5. Willingness to discuss in an objective and professional manner with the school principal and other members of the school staff, problems affecting the teacher's contribution to the total educational program.

## **CERTIFIED PERSONNEL**

**R5-3.2 Non-classroom Service Duty.** The principals or other immediate supervisors shall assign non-classroom service duty. In case of dispute, the Superintendent shall rule on the appropriateness of the assignment with final appeal to the board.

**R5-3.3 Staff Meetings and Committee Work.** (See Policy, P5-3.3)

**R5-3.4 Discipline.**

a. When, in the judgment of a teacher, a student requires the attention of the principal, assistant principal, a counselor, psychologist, physician or other specialist, the teacher shall so inform his principal or immediate supervisor. The principal or immediate supervisor shall arrange as soon as possible for a conference with the appropriate personnel to discuss the problem and to decide upon appropriate steps for its resolution.

b. A teacher may exclude from his class a pupil who, in the teacher's opinion, is causing serious disruption. The teacher shall confer with the principal or assistant principal to provide the necessary information concerning the problem and shall provide a statement of the problem in writing within 24 hours. The administrator shall confer with the teacher prior to the readmission of the excluded pupil to the class in which the incident occurred.

c. Upon exclusion, the pupil will be sent with a transmittal slip, which indicates the nature of the referral, to the appropriate administrator.

**R5-3.5 Policies and Regulations.** (See Policy, P5-3.5)

**R5-3.6 Policy Familiarity.** The published code of school board policies and administrative regulations shall be available at all times at the administrative office and at the offices of individual school principals. Full knowledge of and compliance with district policies and administrative regulations is expected of all employees.

**R5-3.7 Contractual Obligations.** (See Policy, P5-3.7)

**R5-3.8 Instructional Duties.** In carrying out instructional duties, teachers shall:

a. Follow the courses to study and use the textbooks and other instructional material approved by the School Committee.

b. Keep plan books, grade books and other records up to date, complete and easily accessible to a substitute teacher and to supervisors.

c. Maintain proper care of such school property as apparatus, instructional equipment and materials, furniture and books committed to their charge.

## CERTIFIED PERSONNEL

d. Keep an inventory of all apparatus, furniture, library books and textbooks which are in their charge and keep an accurate record of textbooks and supplies lent or issued to pupils.

e. Keep all records required including classroom registers and turn in promptly all reports requested by the principal or the superintendent.

**R5-3.9 School Day.** Teacher shall give due care to ventilation, avoiding the extremes of heat and cold, opening their respective rooms at the middle and at the end of each session.

They shall carefully ascertain the temperature of their rooms, giving particular attention to ventilation; and they shall use all proper means to avoid those injurious extremes of heat and cold which negligence might induce.

### **R5-4 Temporary and Part-Time Teachers.**

#### **R5-4.1 Substitute Teachers.**

a. Substitute teachers are expected to carry on with the work planned for each child in order that the continuity which children need in the educational endeavors is assured. To this end the staff has been instructed to leave detailed lesson plans in order to facilitate the substitute's efforts.

b. In the interest of effective communication between the substitutes and the classroom teacher, a special form is filled out at the end of each day by the substitute.

The form will allow the teacher to assess the work covered by the substitute during his absence. The self-explanatory form may be supplemented in any manner which the substitute feels is important.

c. The schedule of activities for substitute teachers shall be as follows:

1. **Arrival.** Arrival time is fifteen minutes before the schedule start of the student's day. Substitute teachers shall check into the principal's office for possible special instructions plus a copy of the teacher's schedule. Planbooks must be checked immediately in order to get an overview of the day plus any special activities for the class or the classroom teacher. Substitute teachers shall check to see that materials required by the class for their daily work are available. Substitute teachers shall check the section of the guidebook which deals with the particular school. Details of activities such as attendance, discipline, supplies, fire exits, and procedures for accidents, and other relevant data are found in the guidebook.

2. **Departure.** If there are any special problems or questions the substitute should check with the building principal.

## **CERTIFIED PERSONNEL**

d. The Deputy Superintendent is responsible for hiring substitute teachers in the elementary schools. The supervision of substitute teachers in the elementary schools is the responsibility of the building principal. In the secondary schools, the building principals are responsible for the hiring and supervision of substitute teachers. Central office administrators may also evaluate substitute teachers.

### **R5-4.1a Substitute Hiring Policy.** (See Policy, P5-4.1a)

**R5-4.2 Student Teachers.** In practice teaching, student teachers shall be given such duties and responsibilities in accordance with the current agreement with their college. In addition, student teachers shall submit lesson plans regularly to the supervisor and work under the direction of the supervising teacher who shall be in the classroom while the practice teacher is teaching for the first three weeks and frequently thereafter.

### **R5-5 Employment Conditions.**

#### **R5-5.1 Orientation.** To orient new teachers, each building principal shall:

- a. Take them on a tour of the building to acquaint them with layouts and facilities.
- b. Provide for monthly orientation sessions which all first-year teachers shall be required to attend. These sessions will be teacher involvement sessions designed for dialogue relative to school and educational issues. Teachers will be encouraged to develop work guidelines during these sessions. Principals will explain teacher evaluation forms being used in their building and the evaluation process.
- c. Arrange meetings to acquaint them with procedures for obtaining supplies and equipment, keeping records and making reports, handling problems for classroom management and organization, and other details of school operation.
- d. Arrange time for meeting with other members of the faculty and staff.
- e. Set aside with supervisors to help in planning work, locating sources of material, handling problems of classroom organization and management, making pupil evaluations, and preparing reports.
- f. Make time available for discussion problems in conferences with supervisors and others.
- g. Assist them in getting to know pupils and parents.
- h. Arrange opportunities for viewing demonstrations and observing experienced teachers at work.
- i. Schedule meetings for discussion of their problems.

## **CERTIFIED PERSONNEL**

j. Give them reasonable and fair teaching loads, commensurate with their training skills and experience.

k. Provide opportunities for continuing and expanding professional preparation by offering, whenever possible, in-service educational activities designed to help new teachers.

1. Acquaint them with professional organizations.

### **R5-5.2 Assignment, Transfer, Promotion, Demotions.**

a. When a vacancy exists which is posted and is to be filled by transfer, or a new teaching position is created as between persons from within or without the system who are equally qualified, the senior applicant shall be selected where qualifications are deemed equal as determined by the School Committee.

Nothing hereinabove contained shall prevent the transfer of personnel within levels for good use.

If the School Committee elects to transfer one or more teachers from a grade or subject area in a school because of a decrease in pupil enrollment, the teacher with the least contractual seniority who is in that grade or subject area will be transferred first. After such teacher is thus transferred, said teacher shall have the right to return to his/her former position, if there is a vacancy in the former position for next year. Such teacher must request such return within one (1) school year after the effective date of the transfer. This right will terminate one (1) school year after the effective date of the transfer.

Teachers shall receive adequate notification of any change in their assignment for the following year:

b. A candidate applying for a promotional position shall submit a letter of application for the position in accordance with the instructions on the posted notice, which may include letters of recommendation, transcripts, and other pertinent information. All information submitted with the application must be verifiable.

Candidates who apply and are qualified for such positions shall be interviewed by a committee which may include one member of the School Committee and other appropriate administrative personnel as determined by the Superintendent or his designee. Interview ratings shall be prepared independently by each member of the committee. Recommendation for appointment shall be made by the Superintendent from among the top three applicants unless he decided to make no recommendations from such applicants.

## CERTIFIED PERSONNEL

Upon specific request, a teacher who has not been appointed to a position for which he/she had made application shall have the right to request a meeting with the Superintendent, or his designee, to discuss the reasons he/she was not appointed.

### **R5-5.3 Professional Growth.**

a. **Programs.** At its discretion, the School Committee shall make available to the teaching staff:

1. Training in workshops in the Woonsocket School District and within other Rhode Island professional groups.
2. Visits to other schools.
3. Released time to participate with parents' groups, grade groups, and committee work on curriculum.
4. Attendance at local, state and/or national conferences and conventions.
5. Working with consultants when their help seems desirable
6. Classroom supervision, with written reports and conferences following visits.
7. Sabbatical leaves of absence for specific professional growth.

b. **Financial Assistance.** When recommended by the Superintendent and approved by the School Committee, payment shall be provided by the School Committee for the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions or other such sessions which a teacher is required or requested by the administration to take.

At the discretion of the School Committee, teachers may be allowed one day each year to visit other schools, attend workshops, institutes, or conferences in their subject matter area.

### **R5-5.4 Weapons and Electronic Communication.**

1. No employee of the Woonsocket Education Department is allowed to bring onto school grounds or any school related function any type of gun, knife, or any other weapon (as described by the R.I. General Laws).

## CERTIFIED PERSONNEL

The term “**weapons**” shall include, by way of illustration, the following enumerated items: any loaded or unloaded firearm (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, etc.); any knife (e.g., Bowie, Dirck, lock-blade, hunting pen, pocket, switchblade, utility, etc.); any razor (e.g., straight, regular, retractable, etc.); any defensive weapon (e.g., gas repellent, mace, stungun, etc.); any martial arts device, (e.g., Chinese stars, nunchauu, etc.) or any tool or instrument which school administrative staff could reasonably conclude as being capable to inflicting bodily harm (e.g., blackjack, chain, club knuckles, night stick, pipe, studded bracelet, sling shot, etc.); or which by virtue of its shape or design give the appearance of any of the aforementioned (e.g., air pistol, air rifle, BB gun, etc.).

The term “**school grounds**” includes, but is not limited to the actual property owned by the school, areas around the schools, parking lots, school sponsored events whether on or off school grounds, school busses, and school bus stops.

2. The use of personal communications equipment (e.g. digital/cellular phones, pagers, etc.) by staff is only permitted in areas designated by the Administration for such use. Such equipment may only be used during the employees unassigned and/or rest periods as defined by contract. Communications devises issued by the Woonsocket Education Department are to be operational during all working hours and used according to the guide lines approved by the School Administration.

[amended 12/01/99]

**R5-6 Sexual Harassment.** (See Policy, P5-6, Page P-504A)

**R5-7 Smoke Free Environment.** (See Policy, P5-7, Page P-504A)

## REGULATION

### CHAPTER VI

#### NON-CERTIFIED PERSONNEL

**R6-1 R.I. Public Employees Council No. 94, Local 1137, Agreement.**  
(See Policy, P6-1)

**R6-2 Employment.**

**R6-2.1 Application.**

Every applicant must complete and sign an application form (Form R6-2) before an applicant can be considered for employment. Applicants for non-certified positions are subject to the same procedures as certified applicants as stated under Sections R5-2.2 through R5-2.5.

All department personnel applying for any vacancy will be interviewed and evaluated by an administrative team, which shall include the administrator in charge of the particular department where the vacancy exists, and by the Superintendent or his designee.

An appropriate testing instrument may be used to evaluate each applicant. Each candidate's pertinent experiential background will be evaluated and the credentials and references of the successful candidate shall be verified before any appointment is made.

If there are no qualified applicants within the district, a two-day advertisement shall be placed in at least one local newspaper, and/or possibly one out-of-town newspaper for the purpose of recruiting other candidates. At least seven days will be allowed for replies.

Each applicant shall be screened by the Superintendent or his designee. The same interviewing, testing and evaluation procedures that were used with department personnel shall also be utilized in evaluating all other candidates. Members of the School Committee shall be invited to be present when the actual interviews are being conducted. A qualified applicant shall be chosen within a reasonable time from the date of the final evaluations or the notice for the position shall be reposted.

If numerous satisfactory applicants are available, a ranked eligibility list of candidates will be maintained by the Superintendent for the duration of the school year. Subsequent appointments shall be made from this eligibility list of applicants according to the ranked numerical order. The eligibility list will be revised on an annual school year basis, or as a particular need arises. A copy of the eligibility list will be sent to every School Committeeman. Upon request, each successfully ranked applicant will be told his position on the list.

## NON-CERTIFIED PERSONNEL

### R6-3 Employment Conditions.

#### R6-3.1 Supervision.

a. Secretaries and clerical personnel shall be responsible to the individual who assigns their work to them, such as the business manager, building principals, or department heads.

b. Maintenance and custodial personnel shall be responsible to the building principal, the head custodian, or the supervisor of buildings and grounds, as appropriate.

c. Cafeteria personnel shall be responsible to the individual who assigns their work to them.

**R6-3.2 Assignments, Transfers, Promotions, Demotions.** Employees may be transferred to positions in the school district other than those to which they were originally assigned if the transfer is to the advantage of the district and if the transferees are qualified for the new positions. When a vacancy occurs, personnel in the school district shall be given the opportunity to apply for the position.

Basis for demotion shall include incompetent performance, erratic attendance and negative attitudes and habits.

#### R6-3.3 Evaluation. (See Policy, P6-3.3)

**R6-3.4 Policy Familiarity.** The published code of the School Committee policies and administrative regulations shall be available at all times at the administrative office and at the offices of individual school principals. Full knowledge of and compliance with district policies and administrative regulations is expected of all employees.

### R6-4 Custodial Service.

**R6-4.1 Supervisor of Maintenance.** The supervisor of maintenance shall have the following duties and responsibilities.

1. Examine school buildings on a regular basis for needed repairs and maintenance.
2. Establish and recommend priorities on repair projects.
3. Supervise, and as necessary, train custodial and maintenance employees.

## **NON-CERTIFIED PERSONNEL**

4. Oversee the custodial care of school properties and the development of uniform standards, including the design and implementation of a preventative maintenance program for buildings and equipment
5. Prepare and implement security measures for the protection of school buildings, grounds, furnishings and equipment.
6. Develop a system for dealing with emergency repair problems with efficiency, including obtaining emergency bids, when possible.
7. Prepare reports on costs of work done, materials used, labor expended.
8. Advise on the hiring of contractors to perform certain maintenance or repair services.
9. Develop annual planned work programs to upgrade and to maintain the safety, appearance and usefulness of all school buildings and grounds.
10. Receive and schedule repair and service requests related to the physical condition of school properties.
11. Define and detail contractual repairs and renovations in sufficient time to assure adequacy of plans and specifications.
12. Conduct studies and test materials for maximum effectiveness and economy for the purchase of custodial and maintenance supplies, equipment and motor vehicles; development of contract procedures and proposals for outside services, including snow removal.
13. Assist the Superintendent or the Business Manager in the preparation of the capital improvement program including major repair, renovation and construction projects.
14. Supervise the initial preparation of custodial and maintenance budgets based upon the planned work program and exercise control of such, when approved.
15. Assume responsibility for all housekeeping and maintenance supplies and equipment; formulate a system of material control and continuing inventory for same.
16. Keep all records related to job assignments, personnel evaluations and other matters; prepare and submit such special and monthly reports as may be required by the Superintendent or Business Manager.
17. Perform other related duties as may be assigned.

## NON-CERTIFIED PERSONNEL

### R6-4.2 Qualifications of Custodians. (See Policy, P6-4.2)

### R6-5 School Crossing Guards. (See Policy, P6-5)

### R6-6 Weapons and Electronic Communication.

1. No non-certified employee of the Woonsocket Education Department is allowed to bring onto school grounds or any school related function any type of gun, knife, or any other weapon (as described by the R. I. General Laws).

The term "weapons" shall include, by way of illustration, the following enumerated items: any loaded or unloaded firearm (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, etc.); any knife, (e.g., Bowie, Dirck, lock-blade, hunting pen, pocket, switchblade, utility, etc.); any razor (e.g., straight, regular retractable, etc.); any defensive weapon (e.g., gas repellent, mace, stungun, etc.); any martial arts device (e.g., Chinese stars, nunchauu, etc.) or any tool or instrument which school administrative staff could reasonable conclude as being capable of inflicting bodily harm (e.g., blackjack, chain, club knuckles, night stick, pipe, studded bracelet, sling shot, etc.); or which by virtue of its shape or design give the appearance of any of the aforementioned (e.g., air pistol, air rifle, BB gun, etc.).

The term "**school grounds**" includes, but is not limited to the actual property owned by the school, areas around the schools, parking lots, school sponsored events whether on or off school grounds, school busses, and school bus stops.

2. The use of personal communications equipment (e.g. digital/cellular phones, pagers, etc.) by staff is only permitted in areas designated by the Administration for such use. Such equipment may only be used during the employees unassigned and/or rest periods as defined by contract. Communications devises issued by the Woonsocket Education Department are to be operational during all working hours and used according to the guidelines approved by the School Administration.

[amended 12/01/99]

## NON-CERTIFIED PERSONNEL

### R6-7 Sexual Harassment. (See Policy P6-6, Page P-603)

### R6-8 Smoke Free Environment. (See Policy P6-7, Page P-603)

## REGULATION

### CHAPTER VII

#### BUSINESS

##### **R7-1 Finance and Financial Management.**

**R7-1.1 Responsibility.** The Business Manager shall have the responsibility for the management and/or development of the following:

- a. Finance – payroll, accounting, purchasing, bid specifications, internal audits, monthly and annual financial statements.
- b. Budget – preparation and implementation.
- c. Facilities – transportation, food services, plant maintenance and operation, inventory control.
- d. Union negotiations.
- e. Such other functions as may be necessary for supplying all the business and operational functions of the education department or which are related to the efficient fiscal and personnel controls of the school system.

##### **R7-1.2 Management of Funds.**

- a. No money derived from activities of student organizations shall be left in classrooms or other areas of the school building unless secure.
- b. No teachers employed in any public schools shall for any purpose whatsoever solicit, exact or receive from any pupil in any public school any contribution or gift of money or any article of value, or any pledge to contribute any money or articles of value excepting in the following instances with the permission of the Superintendent of Schools and only when the same applies to school activities; sale and distribution of tickets, collections of athletic dues, sale of school periodicals, school lunches, articles made in manual training, domestic arts, or similar classes, and for the purchase, sale or distribution of articles, exclusive of textbooks, required for the efficient carrying on of classes such as proper shoes, suits, etc., for the use in gymnasium classes.
- c. In the home economics and manual training department, the teacher of an individual class in which the sale of an article is made or the teacher in charge of the respective department shall keep in a book provided by the school department an itemized account of all sales together with the name of the pupil and the amount of money paid by him or her, and shall submit this account book together with any fund collected to the secretary to the Superintendent during the first week of each month, beginning with the month of October.

## **BUSINESS**

d. As part of their experiences at the Woonsocket Area Vocational-Technical Facility, students are often required to engage in activities including, but not limited to, construction of shed, garages, houses, repair of automobiles, printing, painting, typing, machining, maintenance, plumbing, wiring, welding, landscaping, soil sampling, and child care. The services are available to the students, staff, administration, and members of the community. Requests for these services shall be approved by the director on a first-come first-served basis, and may include members of the School Committee and school employees.

Approval shall be based on the following factors:

1. The service must be of an educational benefit to the students.
2. The service must be within the capabilities of the student.

e. Payment for services rendered will be charged on the basis of:

1. Cost of supplies and materials.
2. Labor (to be determined by the instructor and approved by the director).
3. Overhead (includes breakage, waste, and maintenance of tools and equipment).
4. At the discretion of the director, services may be exchanged for materials, supplies, and/or equipment.

f. Income derived from services rendered shall be placed in a special account, and will be utilized at the discretion of the director to supplement educational programs or to provide student awards on an annual basis as approved by the Woonsocket School Committee.

### **R7-1.3 Expenditures.**

a. Most purchases shall be initiated in the spring after the final approval of the budget, but before the close of the school year, to allow sufficient time for delivery before the opening of school in the fall. The purchase order shall designate the school budget year to which the purchased item shall be charged. The delivery date for perishable supplies shall be specifically stated.

b. Items serving the same purpose in different departments shall be standardized where possible so that one type may suffice for all. Requests for new items shall be coordinated with existing lists.

## **BUSINESS**

c. When goods or services are required, a requisition order shall be filled out in detail by the originator. The order then shall be forwarded to the business office and a purchase order made out only after approval by the Superintendent and the determination that funds for the purchase are available. A purchase order number shall be assigned by the business office. Unit prices and extensions shall be indicated by the originator. When supplies are received, a final receiving report shall be signed by the person responsible and forwarded to the business office.

**R7-1.4 Purchases.** (See Policy, P7-1.4)

**R7-1.5 Purchase Authority of the Superintendent.** (See Policy, P7-1.5)

**R7-1.6 Vocational Child Care Programs.** (See Policy, P7-1.6)

### **R7-2 Audit**

**R7-2.1 Audit Required.** (See Policy, P7-2.1)

**R7-2.2 Scope.** (See Policy, P7-2.2)

**R7-2.3 Report.** (See Policy, P7-2.3)

### **R7-3 Buildings, Grounds and Equipment.**

**R7-3.1 Repairs to School Property.** (See Policy, P7-3.1)

**R7-3.2 Equipment Maintenance.** (See Policy, P7-3.2)

**R7-3.3 Inventory.** (See Policy, P7-3.3)

**R7-3.4 Purchase of Equipment and Materials.** (See Policy, P7-3.4)

**R7-3.5 Transfer of Equipment and Materials.** (See Policy, P7-3.5)

**R7-3.6 Inventory.** (See Policy, P7-3.6)

### **R7-4 Expenses of Employees and School Committee Members.** (See Policy, P7-4)

### **R7-5 Monthly Financial Report.** (See Policy, P7-5)

## **BUSINESS**

**R7-6 Food Services and Transportation.** (See Policy, P7-6)

**R7-7 Gifts, Grants and Bequests.**

Proposed gifts, grants or bequests that involve capital improvements or structural change to any school building shall be carefully described and presented to the committee as soon as feasible and prior to any commitment of acceptance.

**REGULATION**  
**CHAPTER VIII**  
**COMMUNITY RELATIONS**

**R8-1 General Policy.** (See Policy, P8-1)

**R8-2 Communication with the Public**

**R8-2.1 School Committee.** The objectives of the community relations program shall be to:

- a. Recognize and publicize achievements of students, teachers and staff.
- b. Inform parents and the community at large about long and short-range educational objectives, programs and methods of instruction in the district as planned, adopted or implemented by the School Committee and administration and at the classroom level.
- c. Communicate with minority groups.
- d. Involve students, parents and the community at large in policy and educational program development and review.
- e. Provide advice, counsel, assistance and in-service training in public information at all levels in the district.
- f. Assess public information needs.
- g. Communicate factual information to avoid rumors and communication crises.
- h. Report educational trends and innovative programs.
- i. Build morale and confidence among students, staff, parents and the community at large.
- j. Communicate with special interest groups.

**R8-2.2 Superintendent.** (See Policy, P8-2.2)

**R8-2.3 Principals, Teachers and Supervisors** (See Policy, P8-2.3)

## COMMUNITY RELATIONS

### R8-3 Public Participation in the Schools.

**R8-3.1 Visit to the Schools.** All visitors must register at the school office and receive permission to be in the building. Visitors will be issued a "visitor" permit" to pin on their clothing in a conspicuous place. Employees of the school system (directors, coordinators, maintenance staff members, and others) shall advise the school principal or secretary that they are in the building. Notice of this requirement shall be posted on all entrances to school buildings.

a. Parents shall be invited to visit the classrooms at any time to observe their children at work. Arrangements shall be made in advance either with the teacher or with the principal's office. Unless otherwise arranged by the principal, conferences with teachers shall be held after school hours so that teachers shall not be taken from their class duties.

b. Unauthorized persons shall not be permitted to remain in school buildings or on school grounds. Unless satisfactory evidence of proper purpose is supplied, the school principal or person in charge shall immediately notify the police. Should the unauthorized person refuse to leave the school premises or indicate by his demeanor the intention of disrupting classes or of otherwise interfering with the peace and good order of the school, the police shall be requested to arrest him.

### P8-3.2 Community Associations and Organizations.

a. No non-school notices shall be distributed or displayed in any school without the prior approval of the Principal, Superintendent, or the School Committee. This shall apply to all materials other than those prepared by the School Committee, the various public schools and the Woonsocket parent-teacher organizations.

No teacher shall read or distribute any advertisement, or allow any to be read or distributed, in any of the schools. No contribution for any purpose shall be allowed in any of the schools except by permission of the Superintendent; nor shall any notice or address be given by any person or persons except to the Superintendent or Members of the Committee or those invited by them.

b. No commercial organization shall be given access to school staff or census population lists at any time. Any request from local service organizations for access to school, staff or census lists shall be given consideration on its own merits. The granting of permission to any organization for the use of lists shall not be considered to establish a precedent.

c. The solicitation of funds by outside organizations on school property is prohibited except when the organization itself has been granted the use of a school facility by the School Committee for a scheduled meeting. Funds may then be solicited within the area granted for use by the organization.

## COMMUNITY RELATIONS

d. No agent, publisher or other person interested in the publication or sale of any book or paper, school apparatus or furniture of any kind shall occupy the time of any teachers or pupils during school hours, nor shall they have access to school buildings for such purpose before or after school hours without the written consent of the Superintendent.

**R8-3.3 Citizens Questions.** (See Policy, P8-3.3)

### **R8-4 Teacher and Student Activity in the Community.**

**R8-4.1 Teacher Participation in Community Life.**  
(See Policy, P8-4.1)

#### **R8-4.2 Student Activities**

a. **Student Contests.** (See Policy, P8-4.2a)

b. **Drives.** A request to conduct a drive, field trip, or an educational trip, shall include the purpose of the function, curricula or extra-curricular school groups to be involved and names of sponsors or committees; and details regarding the place, the time, the general program, the school personnel to be involved and the price of tickets, if any. Permission granted or denied shall be determined by School Committee rulings. No employee of the Woonsocket Education Department shall be allowed to make a profit on any of these activities.

Each principal may, with the approval of the School Committee permit two activities of a charitable nature which involve total school participation to be carried on in his school during the academic year.

c. **Student Entertainment.** The program for every entertainment proposed to be given by pupils connected with any of the public schools must be approved by the principal of the school involved before such entertainment will be permitted.

### **R8-5 Public Use of School Facilities.**

#### **Purpose:**

The purpose of this policy shall be to establish the philosophy, guidelines and general expectations for the use of school facilities (buildings and/or grounds) outside of those uses directly related to the normal educational programs. A separate policy shall govern the use of Barry Field.

## COMMUNITY RELATIONS

### **Policy Statement:**

The Woonsocket School Committee believes that the public schools should be considered as community schools, and is therefore committed to the concept of making the schools available for use outside normal educational programs.

While school facilities are owned by the public and paid for by tax dollars, the general public should not be considered as having an obligation to fund extra costs for private group use of facilities and it is for this reason that the School Committee feels it reasonable to expect groups authorized to use facilities to pay all related personnel costs as well as minimal costs so incurred for said use of buildings and grounds.

The Committee further recognizes, however, that there are certain instances wherein the cost for use of facilities should be borne by the School District's general fund.

### **Definitions:**

#### **I. Normal Educational Program:**

The normal educational program shall be considered as an activity sponsored by the Woonsocket Education Department which takes its base in the educational offerings of the School Committee as provided for within its operating budget.

#### **II. Community Groups:**

A community group shall be considered as a formally organized groups of persons wherein at least 75% of its members are residents of the City of Woonsocket and whose normal base of operation is located in Woonsocket.

#### **III. Out of Town Groups:**

An out of town group shall be considered as a formally organized group wherein more than 75% of its membership are not residents of the City of Woonsocket and/or normally meets and conducts its business outside Woonsocket.

#### **IV. Minimal Cost:**

Minimal cost for facility shall be considered as those costs incurred above and beyond normally incurred through the fulfillment of the educational mission as defined under the normal educational purposes. These costs are specifically detailed in a rental fees schedule which is available through the Woonsocket Education Department's Director of Facilities.

#### **V. Housed in the Community**

Groups housed in the community shall be defined as those groups that were organized by Woonsocket residents, meet regularly in Woonsocket and are composed of at least 75% Woonsocket residents.

## COMMUNITY RELATIONS

### A. General Provisions:

Requested use of school buildings and grounds shall be granted in accord with the following guidelines and expectations:

1. Groups requesting use must be housed within the City of Woonsocket and shall be classified as community groups.
2. Commercial and/or business organizations are discouraged from seeking use of school facilities, however, in the event such a request is made, it must be approved by the Director of Facilities.
3. Facility use(s) requiring the payment of the established rental charge shall include:
  - a. All uses where an admission will be charged.
  - b. Out of town group(s).
  - c. All recreational uses of gymnasiums not sponsored by the Woonsocket Education Department.
  - d. Other as authorized by the School Committee.
4. Facility use(s) not requiring payment of the established rental charge include:
  - a. Activities sponsored by the Woonsocket Education Department.
  - b. Special requests for non-recreational activities by the Mayor's Office and/or City Council
  - c. Activities sponsored by the P.T.A.
  - d. Approved Thursday use as specified within this policy.
  - e. Use by the Board of Canvassers for holding elections.
  - f. City-sponsored sporting events that are sponsored and supervised by the Parks and Recreation Dept.
  - g. Other as authorized by the School Committee.
5. Head Start, YMCA After-School Day Care, Special Olympics and Project RIRAL activities endorsed by the W.E.D. will be controlled through annual contracts setting forth all conditions and requirements for facilities use.

## COMMUNITY RELATIONS

### **B. Procedure for Obtaining School Uses:**

1. The Administration shall have the responsibility of authorizing all requests for the use of school buildings and/or grounds except in those cases where said use can be considered as substituting for an established location of a function which normally would otherwise be located in a facility of its own; in which case said request should be referred to the School Committee or as otherwise provided for within this policy.
2. All requests for facility use should be filed at least thirty (30) days prior to the date of desired use and made directly with the Director of Facilities. Said request shall include the filing of an official application as provided by the School District, completed in triplicate and filed officially with the Director of Facilities who shall in turn file the application with the appropriate Building Principal and, if appropriate, with the Athletic Director for approval based on availability of the requested date(s).
3. Any decision of the Administration to deny use of a school facility may be appealed to the School Committee by so requesting of the Superintendent of Schools.

### **C. Special Use Consideration:**

The School Committee recognizes that certain community groups/organizations, because they are an integral part of the overall community, should receive some degree of special consideration by way of community support through no cost use of school facilities when said use is in compliance with conditions established within this section.

Since the burden of the cost in those instances would fall entirely upon the District's budget, the Committee reserves the right to limit the number of times facilities will be available for these purposes.

As such, the Committee declares that each Thursday will be a day set aside in each school building, outside of instructional time, for organizations who meet the specified qualifications outlined in this policy to use facilities at no cost.

The Director of Facilities will have the authority to determine whether or not a group meets the guidelines established by the Committee.

1. Conditions of no cost use on Thursday nights include:
  - a. The Director of Facilities makes a decision as to the appropriate time that any group might use the building.
  - b. The activity use does not interfere with the instructional rights of the students who normally use the building.

## COMMUNITY RELATIONS

- c. The requesting group must not only be a non-profit organization, but the function of the use in and of itself is not revenue producing, except that should an otherwise eligible group desire to generate revenue, they will be required to pay minimal costs.
2. Groups allowed to use school facilities on Thursday nights at no cost include:
  - a. Special Olympics
  - b. Campfire Girls
  - c. Youth Sports Groups
  - d. Little League
  - e. Boy Scouts - all levels
  - f. Girl Scouts - all levels
  - g. Golden Agers
  - h. Senior Citizens
  - i. Non-profit civic groups including:
    - 1) Jaycees
    - 2) Lions
    - 3) Rotary
    - 4) Kiwanis
    - 5) V.F.W.
    - 6) Elks
    - 7) American Legion
    - 8) Tyra Club
    - 9) Cercle Laurier
    - 10) YMCA / YWCA
    - 11) Italian Working Men's Club
    - 12) Woonsocket Police
    - 13) Woonsocket Firefighters
    - 14) Woonsocket Housing Authority
  - j. Other as approved the School Committee

### **D. Conditions of Rental/Use**

In recognition of the regulations governing school buildings and grounds, certain rules and regulations, which might not apply to other public facilities, must be enforced on school property.

For this reason, all use of school facilities which takes its authorization from this policy must comply with the following expectations:

1. Payment of all rental fees shall be made at least three (3) days prior to the use of any facility.
2. A refundable security deposit shall be made at least three (3) days prior to the use of any facility.

## COMMUNITY RELATIONS

3. No one is to enter the school building until the janitor or other authorized person arrives and the adult responsible for the program is present to take charge of the group.
4. Smoking is NOT permitted in any part of the building or grounds.
5. A police officer shall be on duty at any facility use when the general public is to be admitted to any rehearsal, performance, or game, with arrangements and payment for same provided by the user. The Director of Facilities shall be notified at least three school days prior to the event if such police needs cannot be met. In the absence of available police support, the Director of Facilities shall have the authority to engage a security company with cost to be assumed by the using party.
6. Liquor and / or drugs is prohibited on the school premises.
7. No profane language or off-color jokes or actions are to be evidenced in any performance.
8. The control of the audience is the responsibility of the group using the facilities.
9. The specific grounds and/or part of any building used is limited to the area as specified in the use application.
10. Individuals and/or groups using school facilities are expected to leave the buildings and/or grounds in the same condition, or better, as it was found.
11. All individuals and/or groups using school facilities and charging admission or other fund-raising assessments are required to provide the W.E.D. with an appropriate insurance certificate.

Approved by the Woonsocket School Committee on January 22, 1997