

FOREWORD

PHILOSOPHY OF EDUCATION AND DEMOCRACY

The Woonsocket Education Department, realizing that the cornerstone of our democratic ideals lies in the strength of its individual citizens, strives to provide educational opportunities that are responsive to the aesthetic, cultural, economic, personal, physical, political, and social needs of its individual students in a learning environment that seeks to stimulate the desire of self-enhancement and encourage self-confidence.

The school department recognizes its responsibility to the community and to provide experiences for learning that reflect the nature and needs of its citizens in order that everyone in the community may have the opportunity to acquire the knowledge and skills that contribute to a life that is both purposeful and self-rewarding. However, not only must the school be responsive to the present needs of its citizens, but it must also be an active institution which encourages the community to seek self-betterment.

We believe that school administrators and teachers have the responsibility of utilizing sound educational practices and procedures that are consistent with each student's individual needs. However, since learning is a process sensitive to many human dimensions, effective public education needs to have a cooperative dialogue among school, home, and both the public and private enterprises within the community for its programs to be more meaningful and relevant.

We believe that our school system is a dynamic organization striving for excellence by retaining the best of established educational goals, standards, and techniques while seeking changes that offer promise of improvement.

In addition, every teacher in our schools shall be aware of his or her school's or department's philosophy and shall demonstrate a spirit of justice, love of truth, respect for the opinions of others, loyalty to the principles of freedom, and regard for the dignity and worth of the individual, in recognition of the foundations of which America was built.

**BYLAWS OF THE SCHOOL COMMITTEE OF THE
WOONSOCKET DEPARTMENT OF EDUCATION**

**ARTICLE I
NAME AND PURPOSE**

1. **Title.** These bylaws shall be known and may be cited as the Bylaws of the School Committee of the Woonsocket Department of Education and may be referred to as the bylaws.

2. **Application.** Except where otherwise provided by law or by regulation of the State of Rhode Island Board of Regents for Elementary and Secondary Education (Board of Regents), these bylaws shall cover questions of order, organization and conduct of business of the School Committee. Questions of order not covered by these bylaws shall be governed by Robert's Rules of Order.

3. **Governing Law.** The Woonsocket Schools are those schools operated by the School Committee of the Woonsocket Department of Education, pursuant to General Laws of the State of Rhode Island.

4. **Gender.** Every word importing the masculine gender shall extend to and be applied to females as well as males.

**ARTICLE II
ORGANIZATION OF SCHOOL COMMITTEE**

1. **Organization.** The School Committee of the City of Woonsocket shall meet to organize at 7:00 p.m., local time, at the first regularly scheduled meeting following the first Tuesday following the thirtieth day of November following the regular city election, for the purpose of electing a chairman and a Vice-Chairman. Committee assignments may also be set at this meeting. The Clerk, or, in his absence, the Assistant Superintendent of Schools, shall preside until a chairman is elected.

[adopted 11/19/03]

2. **Standing Committees Appointed.** The Chairman appoints members to special committees from time to time.

**BYLAWS
ARTICLE III
OFFICERS**

1. **Chairman.** The Chairman shall preside at all meetings of the committee. The chairman may move, second and debate from the Chair and shall not be deprived of any right to vote or of any other rights, powers or duties of a member by virtue of occupying the office of Chairman. He shall affix his signature as Chairman to all deeds, contracts, and other papers and documents, evidencing committee action thereon. He shall be a member ex officio of all committees of the School Committee and shall have such further powers and duties as are conferred upon him by law or by rules and regulations of the Board of Regents.

2. **Vice-Chairman.** The Vice-Chairman shall assume the duties of the Chairman during the absence or disability of the Chairman and shall perform such further duties as may devolve upon him by direction of the Committee, the Chairman, or by virtue of law or the aforesaid regulations of the Board of Regents.

3. **Clerk.** The Superintendent of Schools shall be Clerk of the Committee, ex-officio. He shall have a secretary appointed and compensated by the Committee, to record the minutes of School Committee meetings and perform other duties as directed by the Clerk. He will attend all meetings of the Committee unless unable to do so for just cause. He shall have such further powers and duties as are conferred upon him by law or by rules and regulations of the Board of Regents or by the School Committee.

ARTICLE IV FORMULATION OF POLICIES AND REGULATIONS

1. **Formulation and Adoption.** The School Committee shall formulate policy to govern all its employees and to define its relationships with staff and students of all of the schools entrusted to the supervision of the School Committee by State Law, and with the citizens of the City of Woonsocket.

The policies of the School Committee shall be the law of the district. Policies shall be adopted in accordance with the procedure set forth in P2-1.2 and P2-1.3.

2. **Regulations.** Wherever possible, a policy shall be implemented by practical courses of action in the form of administrative regulations and conversely, administrative regulations shall be based on the direction and authority of a promulgated policy.

BYLAWS ARTICLE V MEETINGS

1. The Chairman shall call the meeting to order and shall call the order of business to commence at 7:00 p.m. in any Woonsocket Education Department building or any building owned by the City of Woonsocket on the second and fourth Wednesday of each month, except July, November and December when only one meeting will be held on the third Wednesday of those months. Additional meetings may be called from time to time by the chairman as is necessary to conduct the business of the Woonsocket School Committee. In the event the Committee decides to meet for a Closed Session prior to 7:00PM, the Committee will advertise the earlier start time; however, the agenda posted for the Public Session will not be addressed before 7:00PM. Should an advertised Closed Session agenda item be requested to be heard in Open Session, the Committee may address such topic as the next order of business in Public Session at that same meeting. The time and place of such meetings will be specified in the posting of the meeting notice.

[amended 10/13/04]

2. In the absence of the Chairman, the Vice-Chairman shall act as Chairman. If neither officer is present, the School Committee shall elect one of its members to be Acting Chairman.

3. The Chair shall preserve decorum and order; may speak on points of order in preference to other members; shall decide all points of order subject to an appeal to the

School Committee by a motion regularly seconded, and no other business shall be in order until the question on appeal shall have been decided by a majority vote of its members present. The Chair shall distinctly put all questions and decide all votes. The "yeas" and "nays" of the members of the School Committee shall, at the request of any member of the School Committee present, be taken and entered on the record.

4. Any member desiring to speak shall address the Chair. After the right to speak has been recognized, there shall be no interruptions except by call to order. Remarks will be confined to the question under debate and shall avoid personalities.

5. No member shall speak more than once on the same question until all other members desiring to speak thereon shall have done so. There shall be no conversation among the members while a member is speaking, while a roll call is being taken, while any paper is being read, or while a question is being stated by the Chair.

6. The Chair shall enforce order and decorum among persons in the School Committee meeting room.

7. When a question is under debate, the Chair will receive no motion except to lay on the table, -the previous question, -to postpone to a day certain, -to refer, -to amend, -or to postpone indefinitely. These said motions shall have precedence in the order herein stated and the first two of said motions shall be undebatable.

8. A roll call vote, once ordered, shall not be interrupted, delayed, or stopped by the Chair or any member of the Committee for any reason whatsoever. In case of a tie vote, the motion is lost. No main motion shall be debated until it is seconded.

9. Any motion may be withdrawn by the maker at any time before the taking of a vote thereon, or before an amendment is made to said motion.

10. When a vote has been approved, it shall be in order for any member voting with the majority to move a reconsideration thereof at the same meeting, however, the Chair shall not entertain any motion until the motion to reconsider has been acted upon; and when a motion to reconsider has been decided, that vote shall not be reconsidered, and the same item of business shall come but once before this body for reconsideration. Any item for reconsideration shall be placed on the next business meeting agenda.

11. The order of precedence of motions shall be as follows:

1. Take a recess.
2. Raise a question of privilege.
3. Lay on the table.
4. Suspend the rules: two-thirds vote required.
5. Previous questions with two-thirds vote required.
6. Limit or extend limits of debate: two-thirds vote required.
7. Postpone to a certain time.
8. Commit or refer.
9. Amend.
10. Postpone indefinitely.
11. Main motion.

The highest in rank being at the head of the list and the lowest in rank at the last of the list. When any of them is immediately pending, the motions before it on the said list are in order and shall be acted upon first, and those below are out of order.

12. The following motions shall be undebatable:

1. To adjourn.
2. Take a recess (when privileged).
3. Raise a question of privilege.
4. Lay on the table.
5. Suspend the rules (two-thirds vote).
6. Previous question (two-thirds vote).
7. Limit or extend limits of debate (two-thirds vote).

13. The following motions only can be amended:

1. Take a recess.
2. Postpone to a certain time.
3. Commit or refer.
4. Amend.
5. Main motion.

14. The order of business at every regular meeting of the School Committee shall be as follows:

1. Call to order
2. Prayer
3. Pledge of Allegiance
4. Roll Call
5. Citizens' Good and Welfare
6. Recognitions and Announcements
7. Approval of minutes of previous meeting(s)
8. Consent Agenda (Personnel Actions, Purchases/Payments)
9. Communications
10. Committee Reports
11. Unfinished Business
12. New Business
13. Conferences -[SC approval 3-28-07]
14. Superintendent's Report
15. School Committee Good and Welfare
16. Executive Session
17. Adjournment

The Chairman may alter the order of the agenda unless objected to by a member of the Committee. The Chairman may also add items intended to be addressed in Closed Session but requested to be heard in Open section as noted in #1 above.

[amended. 10/13/04]

[amended 3-28-07]

15. Unless adjourned earlier, all meetings shall end at 10:30 p.m. with or without a motion to adjourn being granted. Items of business on the Agenda not taken up for action or partially taken up for action prior to 10:30 p.m. shall be continued for action or discussion thereon at the next meeting of the School Committee. All or any items of business on the Agenda of a regular business meeting that were continued as a result of the 10:30 p.m. termination may, at the discretion of the Chairman, be placed on the Agenda of a special meeting or be given priority on the Agenda of the next regular business meeting. Notwithstanding the foregoing provision, the School Committee may

by a 2/3 vote of the members present at said meeting waive the 10:30 p.m. termination time or extend said time to another definite time.”

[amended 3/13/02]

16. Anyone wishing to be heard before the Woonsocket School Committee shall make his intentions known in writing to the Superintendent's office at least seven days prior to the date of the Committee meeting, stating the nature of his reason for appearing before the Committee. If the Chairman determines that the subject is relevant to an issue that is or may come before the Committee, the petitioner shall be granted five minutes to speak.

At the discretion of the Chairman, the petitioner may be granted an additional amount of specified time. In this regard, any member may move that a ruling by the Chairman be appealed to the full Committee. Any member may, through the Chairman, respond to any communication, petition, or remark made by a person addressing the Committee. This rule does not apply to Good and Welfare.

17. The foregoing rules, except Rule 16, shall not be altered, amended, suspended, or repealed at any time except by a vote of the School Committee. Rule 16 can only be altered by unanimous consent of the School Committee members present.

18. Each person addressing the Committee shall give his name and address. He shall address his remarks to the committee as a whole rather than to any particular Committee Member and shall at no time engage in any personally offensive or abusive remarks. The presiding officer shall call any speaker to order who violates this section. Any person, who disturbs the peace of the Committee, makes impertinent or slanderous remarks or conducts himself in a boisterous manner while addressing the Committee shall forthwith be barred by the presiding officer.

19. In an emergency, the School Committee Chairman, may postpone a regular meeting until such time as it can be legally and properly rescheduled.

**BYLAWS
ARTICLE VI
AGENDA AND ORDER OF BUSINESS**

1. **Agenda.** The Clerk shall be responsible for the preparation of the agenda for each meeting. An agenda item shall be included when requested by any member of the committee. The agenda shall be completed not later than 12:00 p.m., six calendar days preceding the day set for a regular meeting, except for emergency matters. The prepared agenda shall include only those matters that have been presented or delivered to the Clerk not later than 12:00 noon on the day the agenda is to be prepared. As soon as the agenda for each meeting is prepared, the Clerk shall mail or deliver a copy to each Committee Member and forward a copy to the appropriate local newspaper for publication in accordance with State Law.

2. **Roll Call.** The Chairman, or in his absence the Vice-Chairman, shall call each meeting to order. If the meeting is called to order by the Vice-Chairman, the Chairman shall assume the Chair as soon as he is in attendance. At the opening of each meeting, the Clerk shall take the roll and the names of those present shall be recorded in the minutes.

3. **Order of Business.** The order of business at each meeting of the Committee shall be as provided in Article V, Section 14 of these bylaws and shall be set forth in the agenda.

4. **Voting.** The vote on motions or resolutions shall be taken by roll call when required by law or at the request of any member and in such case the "yeas" and "nays" shall be entered on the minutes. When the roll is called on any question, the silence of a member shall constitute an abstention.

5. **Minutes.** The minutes of each meeting shall be provided in accordance with the Rhode Island Open Meetings Act, Rhode Island General Laws Title 42 Chapter 46.

6. **Committee of the Whole.** The Committee in its discretion may constitute itself a Committee of the Whole at regular, special or conference meetings.

7. **Quorum.** Three members of the Committee shall constitute a quorum.

**BYLAWS
ARTICLE VII
RULES OF ORDER**

1. **Recognition.** A member shall be entitled to the floor only on recognition by the presiding officer. No member shall be denied recognition by the presiding officer.

2. **Motions.** The Member who has made a motion shall be entitled to the privilege of closing the debate.

3. **Minutes.** The minutes of the School Committee meetings shall contain a complete record of the actions of the School Committee, the vote on each action and the positions of the individual members on each vote. The Clerk shall have the record of the previous meeting(s) ready for each meeting of the School Committee. If a Member wishes to have his remarks concerning a specific agenda item included in the minutes of the meeting, he shall submit his remarks in writing to the secretary prior to the meeting. The Chairman may direct a synopsis of the debate on any question to be included in the minutes. Otherwise, orations, declamations or statements by School Committee Members, Administrators or the public shall be entertained but shall not be recorded in the minutes except by a simple majority vote of the School Committee.

Minutes of the School Committee meetings and the official records of the school district shall be public records open to inspection at reasonable times and places by persons having an interest therein, except minutes of any closed session that have been sealed by a majority vote of the School Committee and in accordance with the Rhode Island Open Meetings Laws.

4. **Parliamentary Practice.** The rules of parliamentary practice contained in Robert's Rules of Order shall govern in all matters not covered by the rules of the Committee.

**BYLAWS
ARTICLE VIII
MOTIONS AND RESOLUTIONS**

1. **Preparation.** Resolutions shall be prepared for the consideration of the Committee by the Superintendent or the Committee's Attorney. Prior to its introduction, each proposed resolution involving administrative action shall be submitted to the Superintendent.

2. **Introduction.** A motion or resolution may be introduced by any Member. Upon its introduction, the clerk shall forthwith provide each Member with a copy of the resolution. Insofar as practicable, each motion or resolution shall be limited to a single subject, which shall be expressed in its title.

3. **Filing.** All reports to the Committee and all resolutions and motions shall be filed with the clerk and entered in the minutes of the committee.

**BYLAWS
ARTICLE IX
CODE OF ETHICS**

Each School Committee Member shall:

View service on the School Committee as an opportunity to serve the community, state and nation because public education is the best means to promote the welfare of the people and to preserve our democratic way of life.

Work to help people in the community understand the importance of public education and support a high level of education.

Observe and enforce state laws and regulations pertaining to education.

Make decisions in terms of the best interests of the educational welfare of students.

Seek to provide equal educational opportunity for all students regardless of ability, race, creed or location of residence.

Recognize that School Committee responsibility is not to run the schools, but to see that they are well run.

Confine School Committee action to policy-making, planning and appraisal.

Refuse to represent special interests or partisan politics or to use the schools for personal gain or for the gain of friends of supporters.

Recognize that authority rests with the whole School Committee assembled in meeting and that a School Committee Member has no legal status to bind the School Committee outside of a meeting.

Consider for appointment the best trained and professional personnel, who have been properly recommended by the appropriate administrative officer.

Vote for the best trained and professional personnel, who have been properly recommended by the appropriate administrative officer.

Support and assist school personnel in the performance of their duties.

Refer all complaints to the proper administrative officer and discuss such complaints only at regular meetings after failure of administrative solution.

Present personal criticisms of school employees only to the appropriate administrative officer.

**BYLAWS
ARTICLE X
AMENDMENTS**

These bylaws may be amended at any meeting of the Committee, provided that notice of the introduction of the resolution amending the bylaws and the text thereof have been circulated to each Member at least five days before the meeting at which it is to be introduced and provided that the proposed amendment, after being introduced, receives an affirmative vote of the majority of the full membership of the Committee at two consecutive regular School Committee meetings.

**POLICY
CHAPTER I
GENERAL**

P1-1 Short Title.

These bylaws, policies, and regulations may be cited as the Code of the Woonsocket Department of Education, 1990.

P1-2 Definitions

For the purpose of this code, and in the interpretation and application of all other School Committee policies or regulations heretofore or hereafter adopted and except as the context may otherwise require:

"Academic year" shall mean the period between September 1 and June 30 in any year, unless an emergency occurs that necessitates change.

"Certified" or "certified personnel" shall mean teachers and other staff members who are required to obtain certification from the State Department of Education in order to qualify for their positions.

"G.L." refers to the General Laws of the State of Rhode Island.

"Month" shall mean a calendar month unless otherwise specifically provided.

"School Committee" or "Committee" shall mean the School Committee of the Woonsocket Department of Education.

"Year" shall mean a calendar year unless otherwise specifically provided

"Fiscal year" shall mean the period of time between July 1st and the following June 30th.

"Board of Education" shall mean the State Board of Regents for Education.

"School district" shall include all public schools of the City of Woonsocket, the Woonsocket Area Vocational-Technical Facility, and such other schools and/or areas as may come under the authority of the Committee.

"WPM" refers to the prior Woonsocket Policy Manual which provided the basis for the present policy.

POLICY GENERAL

P1-3 Rules of Interpretation.

For the purpose of this code and any other School Committee policies or regulations hereafter adopted, except as the context may otherwise require:

The present tense includes the past and the future tenses, and the future includes the present.

The masculine gender includes the feminine and neuter.

The singular number includes the plural, and the plural includes the singular.

"Shall" is mandatory and "may" is permissive.

The time within which an act is to be done shall be computed by excluding the first and including the last day, except that if the last day be a Sunday, a legal holiday or a day on which the offices of the school district are closed, that day shall be excluded.

Writing" and "written" shall include printing, typewriting and any other mode of communication using paper or similar material, which is in general use as well as legible handwriting.

Whenever a specific time is used, it shall mean the prevailing and established time in effect in the State of Rhode Island during any day in any year.

"Chapter" shall mean one of the major divisions of the school code identified by a Roman numeral and divided by subject matter.

"Section" shall mean one of the major subdivision of a chapter.

"Subsection" shall mean a subdivision of a section, identified by a decimal number.

"Paragraph" shall mean a subdivision under a subsection, identified by an alphabetical letter or Arabic number.

P1-4 Severability.

If any chapter, section, subsection or paragraph of this code is declared to be unconstitutional, invalid or inoperative in whole or in part by the Commissioner of Education or by a court of competent jurisdiction, such chapter, section, subsection or paragraph shall, to the extent that it is not unconstitutional, invalid or inoperative, remain in full force and effect, and no such determination shall be deemed to invalidate the remaining chapters, sections, subsections or paragraphs of this code.

**POLICY
CHAPTER II
ADMINISTRATION**

P2-1 Management and Government

P2-1.1 Primary Responsibility. The Woonsocket School Committee shall have the responsibility of providing policies and regulations for the functions of government and management of the City of Woonsocket School District, and for the lawful and proper conduct, equipment and maintenance of its public schools.

No policy or regulation adopted by the School Committee shall supersede, modify, nullify or in any way or to any extent infringe upon any law of the United States or the State of Rhode Island, or any rule or regulation of the Rhode Island Board of Regents for Education or Commissioner of Education.

P2-1.2 New or Changed Policies and Regulations. Consistent with the bylaws of the School Committee, a policy or regulation may be introduced and adopted or altered, amended, supplemented or repealed by resolution or motion at two consecutive regular School Committee meetings by a majority of the full membership of the School Committee. Subsequently, notice of the new policy or regulation shall be disseminated to all affected personnel. Unless otherwise provided in the resolution or motion, every change shall take effect immediately upon adoption. Any failure to disseminate notice of the change shall not invalidate the same.

[adopted 8/25/93]

Policies and regulations may be suggested or advised by the Superintendent or any School Committee member, and they may have the assistance of the School Committee's attorney in preparing the form thereof.

P2-1.3 Single Comprehensive Policy. In lieu of adopting separate policies from time to time, the School Committee may adopt a single comprehensive policy covering all subjects of School Committee policy in a coordinated and comprehensive policy. Thereafter, individual policies may be adopted as amendments or supplements to the existing comprehensive policy, and these changes and additions shall be included in the published book on a quarterly, semiannual or annual basis. The School Committee may also adopt a single comprehensive regulation parallel to and implementing the policy. The procedure for adopting a comprehensive policy and parallel regulation shall be the same as for adopting individual policies and regulations, except that at least five copies of the comprehensive policy or regulation in its final form shall be made available for inspection and review by the members of the School Committee at least ten days prior to its introduction and passage.

POLICY ADMINISTRATION

P2-1.4 Copies of Policies. Copies of these policies will be sent to School Committee members. Copies may be purchased by interested citizens through the office of the Superintendent at a price set by the Committee.

P2-2 Organization.

P2-2.1 Description. The administrative organization of the Woonsocket School District shall be as follows:

- a. The School Committee.
- b. The Superintendent of Schools.
- c. Deputy Superintendent of Schools.
- d. Director of Administration and Finance.
- e. An Attorney.

P2-2.2 Chart. The organizational chart facing this page indicates the administrative organization of the Woonsocket School District. The chart, intended as a visual convenience, shall not be deemed definitive.

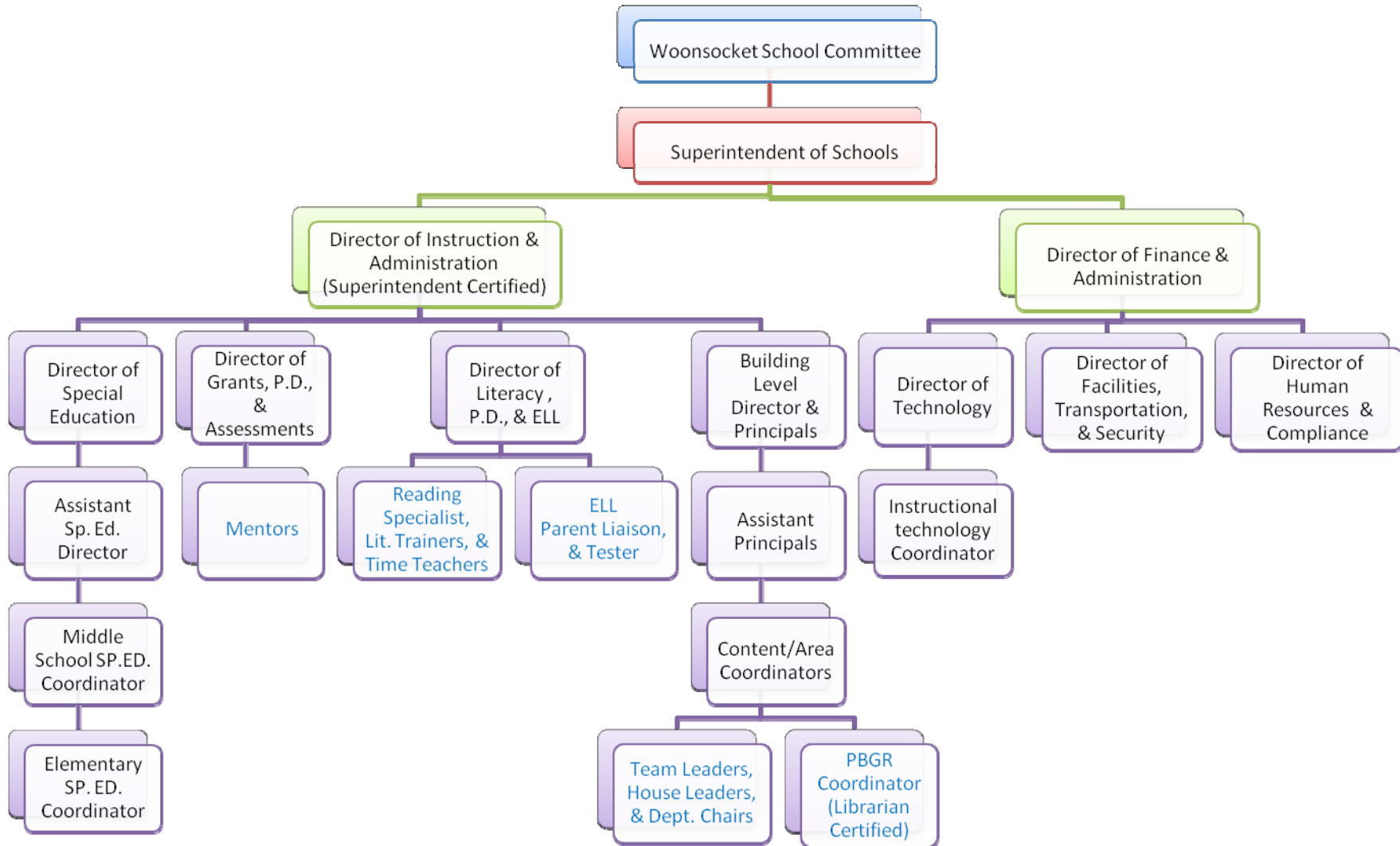
{ See Org. Chart }

WOONSOCKET LEADERSHIP ORGANIZATIONAL CHART

Legend

Black text = Administrative Leadership positions

Blue text = Teacher Leadership positions



POLICY ADMINISTRATION

P2-2.3 Single Comprehensive Policy. In lieu of adopting separate policies from time to time, the School Committee may adopt a single comprehensive policy covering all subjects of School Committee policy in a coordinated and comprehensive policy. Thereafter, individual policies may be adopted as amendments or supplements to the existing comprehensive policy, and these changes and additions shall be included in the published book on a quarterly, semiannual or annual basis. The School Committee may also adopt a single comprehensive regulation parallel to and implementing the policy. The procedure for adopting a comprehensive policy and parallel regulation shall be the same as for adopting individual policies and regulations, except that at least five copies of the comprehensive policy or regulation in its final form shall be made available for inspection and review by the members of the School Committee at least ten days prior to its introduction and passage.

POLICY ADMINISTRATION

P2-3.1 Contracts.

"All contracts of employment entered into by the Woonsocket School Committee shall be in writing. No original contract of employment, amendment, extension or renewal thereof, shall be binding upon the Woonsocket School Committee unless first presented to the committee for its review and approval at a regularly scheduled meeting. The School Committee members will have a copy of the contract prior to the meeting in enough time to review it."
[adopted 1/11/05]

P2-3.2 Qualification. Staff considered suitable for positions in the Woonsocket Public Schools shall:

- a. Be technically and professionally competent, as indicated by experience, education and academic achievement, not only to fulfill the basic requirements for certification but also to accept the responsibilities of specific positions.
- b. Recognize individual differences in the capabilities, interests and attitudes of students and motivate each student to discover and reach his/her intellectual capacity.
- c. Have educational philosophies and methods of instruction consonant with valid learning principles.
- d. Recognize the necessity for continued professional self-improvement.

P2-3.3 Certification. All personnel who are required by statutory provision, G.L. 16-11-1, to obtain certification shall be required to do so in accordance with the statute and prevailing practice, rules and regulations of the Board of Regents. All applications for certification shall be made with reasonable promptness.

P2-3.4 Tenure. Tenure shall be in accordance with state law.

P2-4 Job Descriptions.

Prior to the posting, for a vacant, newly created vacant, non-union position, the School Committee shall:

- a. Review and approve job specifications.
- b. Review and approve salary and fringe benefit compensation.

"Review and Approve" shall mean the acceptance of said job specifications and compensation package by a majority vote of the School Committee.

[adopted 2/8/89]
[amended 8/10/05]

Health and dental benefits premiums for all non-employees hired by the Woonsocket School Committee shall be set at the same rates as those set for teachers.

[adopted 10/27/93]
[amended 8/10/05]

Job descriptions setting forth the responsibility and duties of all officers and employees of the Woonsocket School District shall be determined by the Administration with Committee approval. The Committee may advertise vacancies in available media throughout the school system, educational journals, newspapers, colleges and universities. The Superintendent, or his/her designee, may convene an interviewing committee to include the Superintendent and/or his/her representative, the immediate supervisor to the position under consideration and other appropriate administrative personnel as determined by the Superintendent. The interviewing committee may at the discretion of the School Committee also include one of its member and a community representative.

POLICY ADMINISTRATION

P2-4.1 Job Share Policy

The Woonsocket Education Department recognizes the importance of job sharing, a concept where two teachers presently employed in the district request to share a single position.

On or before April 1st, of each year, the teachers seeking to job share a full time position must submit a written proposal. The written proposal must be submitted by the two teachers who are applying to job share and must include:

- ❖ Documentation of certification and highly qualified status for each teacher for the proposed job share position.
- ❖ Description of teachers' compatibility to job share.
- ❖ Schedule and subjects to be taught by each teacher.
- ❖ Working Hours:

District Wide:

Support Staff: Must consist of five (5) one-half days/week for full school year.

Elementary:

Classroom Teachers: Must consist of five (5) full days per week Monday – Friday for one semester each.

Middle School:

Must consist of five (5) full days per week Monday – Friday for one semester each.

High School:

May work five (5) full days per week Monday – Friday for one semester each or two (2) teaching blocks, Monday – Friday for full school year.

- ❖ Description of Division on non-instructional duties.
- ❖ Provisions for communication with teaching partners.
- ❖ Provisions for communication with parents and families.
- ❖ Provisions for communication between partners and staff and administrators
- ❖ Letter for parents to be sent home explaining the job share program.

Upon completion, the written proposal is submitted to the building principal for review. The proposal is then submitted to the Superintendent for consideration and upon the Superintendent's recommendation to the School Committee for its consideration. It is at the discretion of the Superintendent to recommend or deny any job sharing requests.

Both teachers who are approved to work in a job sharing situation are required to fulfill the following conditions without additional compensation:

- ❖ Meet with the Superintendent to review the job share proposal approved by the School Committee.
- ❖ Work full time on the first three days of the school year including Orientation Day.
- ❖ Participate in parent conferences as outlined in the Woonsocket School Committee/Woonsocket Teachers' Guild, Local #951 Agreement.
- ❖ Participate in any scheduled field trips for the class.

P2-4.1 Job Share Policy (continued)

- ❖ Make themselves available for the purpose of giving individual help to those students who request and need it.

Both teachers who are approved to work in a job sharing situation are required to attend the following staff meetings throughout the entire school year without additional compensation as outlined in the Woonsocket Teachers Guild –Local #951 Agreement.

1. One (1) day during each month for departmental or grade level meetings.
2. One (1) day during each month for faculty meetings called by the school principal.
3. Professional Development Day.
4. 10.5 hours of Professional development.

Adopted 6/13/07

POLICY ADMINISTRATION

P2-5 Superintendent of Schools.

The Superintendent shall have general supervision over the schools of the district.

P2-5.1 Function and Duties. The Superintendent shall be the chief administrative agent of the School Committee and shall administer the educational policies of the State of Rhode Island and the adopted policies of the School Committee. He/she shall have the power to issue instructions to effectuate committee policies and regulations. In matters of immediate importance not covered by committee policy or where an emergency exists, the Superintendent shall act on his/her own discretion after consultation with a majority of the members of the School Committee where possible and shall report his/her action to the School Committee as soon thereafter as possible. He/she shall keep the School Committee informed of all developments affecting the control and direction of the school affairs and of matters pertaining to relationships with local government. He/she shall have the authority to assign pupils to schools outside their local district. He/she shall perform such other duties as the School Committee may determine or direct. The Superintendent shall have the authority to designate to subordinates any duties or responsibilities he deems appropriate.

P2-5.2 Educational Objectives. In relation to educational objectives, the Superintendent shall:

- a. Devote a portion of his/her time to instructional leadership.
- b. Develop, implement and supervise an administrative evaluation system.

P2-5.3 School Committee. In relation to the School Committee, the Superintendent shall:

- a. Attend all public meetings of the School Committee and workshops and other meetings where his presence is requested, except as excused when the terms and conditions of his/her own employment are being considered or at his/her own request. He shall not have the right to vote.
- b. Formulate and present to the School Committee policies, plans, programs and proposals to improve school conditions.
- c. Keep the School Committee fully and regularly informed as to the effectiveness of existing policies.

d. Establish and change the boundaries of various elementary school districts with the approval of the School Committee.

e. In cooperation with the school Director of Administration and Finance, prepare and submit the annual school budget to the School Committee and administer the budget as approved by School Committee.

f. Express his/her opinion in School Committee or other Committee meetings and make recommendations on any subject which will in any way affect the administration of his office and the operation of the school system.

P2-5.4 Administrative Staff. In relation to the administrative staff, the Superintendent shall:

a. Nominate and assign, subject to School Committee appointment, all persons in a supervisory or administrative capacity.

b. Coordinate the work of all administrative personnel.

c. Supervise the preparation of job descriptions for all positions, administrative and supervisory in nature, which affect teachers.

d. Conduct administrative staff meetings concerning the development, modification, and evaluation of any or all parts of the educational program.

P2-5.5 Personnel. In relation to personnel, the Superintendent:

a. Shall be responsible for the recommendation to the School Committee of all appointments, reappointments, suspensions, dismissals and transfers of personnel.

b. May suspend any principal, teacher, or any other employee and shall report such suspension to the School Committee, after which the Committee, by a majority vote of all members, may take whatever action it deems proper subject to tenure laws.

c. Shall assign teachers to schools and grades.

P2-5.6 Evaluation. In programs of evaluation, the Superintendent shall:

a. Maintain a continuous program of evaluation with recommendations regarding continuation of employment of non-tenure employees and the granting of salary adjustments and increments to all employees.

b. Maintain a continuous program of evaluation of the effectiveness of all phases of the total educational program.

P2-5.7 Public Relations. In the program of public relations, the Superintendent shall:

a. Keep the citizens of the city informed of the activities, successes and needs of the schools.

b. Maintain a wholesome and cooperative working relationship between the schools and the community.

P2-5.8 Qualification; Evaluation.

a. **Qualification.** The Superintendent's certificate issued by the Rhode Island Department of Education shall be required for this position.

b. **Evaluation.** Performance of this job shall be evaluated annually in accordance with the provisions of the School Committee's policy on evaluation of administrative personnel.

POLICY ADMINISTRATION

P2-6 Deputy Superintendent of Schools.

P2-6.1 Duties and Responsibilities. The Deputy Superintendent, working under the direction of the Superintendent of Schools, and according to the Deputy's job specifications, shall be expected to assist the Superintendent in the task of providing leadership in developing, achieving, and maintaining the best possible educational programs and services.

P2-6.2 Qualification; Evaluation.

a. **Qualification.** The Superintendent's certificate issued by the Rhode Island Department of Education shall be required for this position.

b. **Evaluation.** Performance of this job shall be evaluated annually in accordance with the provisions of the School Committee's policy on evaluation of administrative personnel.

P2-7 School Director of Administration and Finance

P2-7.1 Function. The Director of Administration and Finance, working directly under the Superintendent of Schools, or his/her designee, shall have the responsibility for administering the business affairs of the school system in such a way as to provide the best possible educational services with the financial resources available.

P2-7.2 Duties and Responsibilities. The position of School Director of Administration and Finance shall be maintained as a central administrative office with responsibility to the Superintendent of Schools. The School Director of Administration and Finance shall perform all duties prescribed by law and the bylaws of the School Committee.

As School Director of Administration and Finance he/she shall, under the direction of the Superintendent of Schools, have charge of the department of purchasing, the operation of the cafeterias, the department of buildings and grounds, and all custodial and maintenance personnel; and he/she shall have such other duties as may be assigned by the Superintendent.

P2-7.3 Evaluation. Performance at this job shall be evaluated annually in accordance with the provisions of the School Committee's policy on evaluation of administrative personnel.

POLICY ADMINISTRATION

P2-8 Attorney.

The School Committee may appoint a duly qualified attorney at law of the State of Rhode Island as attorney. He/she shall serve at the pleasure of the School Committee.

He/she shall be available at all times to the School Committee, the Superintendent of Schools and the School Director of Administration and Finance for consultation and advice.

P2-9 Secondary and Elementary School Principals.

P2-9.1. Responsibilities. The secondary school principals shall be directly responsible to the Superintendent of Schools and the elementary school principals shall be directly responsible to the Deputy Superintendent of Schools for the educational leadership and the management and discipline of their respective schools, and shall perform such duties as shall be prescribed by the Superintendent and the School Committee. They shall enforce the provisions of the Rhode Island law and all rules and regulations of the School Committee and the Superintendent.

P2-9.2 Duties of Principals. The following shall apply:

- a. Principals shall be required to report for duty according to their job specifications.
- b. Principals shall requisition for needed repairs to school buildings, property and equipment; make all requisitions for books and supplies; keep accurate records of books and supplies; make such written reports as may be required at stated times; and make reports on the operation of their respective schools as requested. This shall include all activities conducted by or in the name of the school.
- c. Each principal shall further report in writing to the Superintendent of Schools on the condition of school property under his care. This report shall be forwarded by the first day of each month and the Superintendent of Schools shall make this information available to the members of the School Committee and the Supervisor of Maintenance.
- d. Principals of all schools may call at least eleven meetings each within the academic year of the entire faculty.
- e. Principals shall have direction of and authority over the janitors in their respective buildings, shall see that the rules or directions prescribed for janitors are duly observed or enforced, and shall see that all their duties are properly performed. It shall be the duty of the principals to report any neglect or improper conduct on the part of the janitors of their buildings to the Supervisor of Maintenance, or in his/her absence, the Director of Administration and Finance.
- f. Principals, in conjunction with the Director of Administration and Finance, shall render bills, make collections, and enforce penalties prescribed by the School Committee.

At the close of each school year, they shall pay over to the secretary the money so received during the year on account of damaged or destroyed books, sale of materials in shops or home economics classes, and sale of other school department property, together with their duplicate receipts therefore.

g. Principals shall submit to the Director of Administration and Finance Office each month complete records of all funds accumulated and expended within their respective schools.

h. Each principal shall have supervision over the teachers of his or her buildings, shall visit classrooms frequently, and shall give such advice and directions as may be needed for the successful supervision and administration of the school. The principal shall see that good order is maintained upon the school grounds, about the buildings, and in the halls before and after school and at recess.

i. Principals shall insure that non-tenured teachers are evaluated at least four times each year, and that tenured teachers are evaluated at least twice each year, and that written documentation of each evaluation is provided to the Superintendent's Office. The purpose of each evaluation is to assist the teacher to do an outstanding job. Principals shall be responsible for either recommending or not recommending tenure or continued employment for a teacher. The basis for such judgment will be the documented evaluations, which shall be signed by the teacher.

j. Principals shall have the authority provided by law to suspend any pupil as set forth in section P4-4 of this code.

k. Principals shall notify the Superintendent by telephone of each incidence of violence, bomb scare, weapons, walkout, or any unusual episode in the school the day of the incident. A written report will be sent to the Superintendent as soon as possible and then forwarded to the School Committee.

[adopted 3/10/93]

P2-10 Senior High and Middle School Vice-Principals.

Each assistant principal shall be under the direct supervision of the principal of his school. In addition to the duties specified in his/her job description, each assistant principal shall carry out the duties delegated to him/her by the principal and may speak for the principal in such capacity. Staff members shall report to the principal through the assistant principal in all matters emanating from the assistant principal and may report to the assistant principal in other matters. Assistant principals shall also be utilized for staff evaluation.

POLICY ADMINISTRATION

P2-11 Department Heads.

Each department head shall be under the direct supervision of the principal of his respective school. He/she shall assist the principal in such duties as may be determined by the principal and the Superintendent of Schools. In addition to the duties provided in the particular job specifications, the department head shall also be responsible to the

principal for the instructional supervision of his/her respective department and the evaluation of the teachers in his/her departments.

P2-12 Directors and Supervisors.

Directors and supervisors shall be under the direction and authority of the Superintendent of Schools and shall confer with him/her concerning the work of their departments. They shall be required to report for duty in accordance with their job specification, in order to provide for the organization of the school program each year.

Supervisors shall, each year, at the beginning of the fall term, send a schedule of timetable of visits for the ensuing year to the Superintendent for approval, and annually, in the month of June, shall make a report to the Superintendent of their work, with such recommendations and suggestions, as they may consider desirable. Supervisors in special subjects shall visit all the schools as frequently as possible for the purpose of improving instruction in their respective branches and shall advise teachers as to the best instructional methods to be utilized. Supervisors shall be required to evaluate the staff members in their specialized areas.

P2-13 Director of BEP Services.

P2-13.1 Duties and Responsibilities. The Director of BEP Services, working directly under the Superintendent of Schools, or his/her designee, shall provide leadership in the ongoing development and improvement of the entire instructional program of the school system, for kindergarten through grade six.

P2-13.2 Qualification; Evaluation.

a. **Qualification.** The elementary school principal's certificate issued by the Rhode Island State Department of Education shall be required for this position.

b. **Evaluation.** Performance of this job shall be evaluated annually, in accordance with provisions of the School Committee's policy on evaluation of administrative personnel.

POLICY ADMINISTRATION

P2-14 Directors of Health, Physical Education and Athletics (Grades K-12)

P2-14.1 Duties and Responsibilities. The Directors of Health, Physical Education and Athletics working directly under the Superintendent of Schools or his designee, shall have the administrative responsibility to provide leadership in developing and articulating ongoing programs of health and physical education. The Directors shall also be responsible for overseeing and coordinating extracurricular athletic and intramural programs.

P2-14.2 Qualification; Evaluation; Coaching

a. **Qualification.** The certificate for health and physical education teachers issued by the Rhode Island and State Department of Education shall be required for this position.

b. **Evaluation.** Performance of this job shall be evaluated annually in accordance with provisions of the School Committee's policy on evaluation of administrative personnel.

c. **Coaching.** The Athletic Coordinator may be appointed to assistant coaching positions within the Woonsocket Education Department's interscholastic and/or intramural athletic programs. However, in order to ensure appropriate time for his/her Coordinator's duties and responsibilities, the Athletic Coordinator may be appointed to no more than two coaching positions per school year, which shall not be in the same season.

d. The Athletic Coordinator will remove himself/herself from any issue regarding the sport he/she is coaching.

e. When the Athletic Coordinator is applying for a position, the Superintendent or Assistant Superintendent will oversee that process.

[amended 10/11/95]

**POLICY
ADMINISTRATION**

P2-15 Nepotism.

1. For purposes of this regulation, the term "family" shall mean and include parents, spouse (if not estranged), children and their spouses, and siblings and their spouses.

2. No member of the same family as the Superintendent, Deputy Superintendent, and School Committee members shall be employed in any capacity under the School Committee's jurisdiction.

3. No two persons of the same family may hold positions under the department's jurisdiction in which one of them is directly or indirectly responsible for recommendations or decisions involving the other in such matters as initial appointment, retention, promotion, salary, leave of absence, or any other job-related function of a supervisory nature.

4. The prohibitions contained in subsections 2 and 3 of this section shall apply prospectively and shall not prohibit family member employment existing on the date of the adoption of these regulations.

5. The prohibitions contained in subsections 2 and 3 of this section shall not apply to those instances of family member employment, which arise from the formation of the family after such employment has begun.

6. The prohibitions contained in subsections 2 and 3 of this section shall not apply if such application results in a violation of transfer and/or assignment rights under any collective bargaining agreement with the School Committee.

7. In those cases where two or more family members are employed because of the exceptions provided in subsections 4, 5, and 6 of this section, and where one family member is directly responsible for recommendations or decisions involving another in such matters as initial appointment, retention, promotion, salary, leave of absence, or another job-related function of a supervisory nature, evaluations which would be done by a family member shall be accomplished by a non-family member selected by the Superintendent.

8. The provisions of this policy may be waived by the School Committee in unusual cases, or when it is in the best interest of the Education Department to do so.

[adopted 1/11/89]

POLICY ADMINISTRATION

P2-16 Leave of Absence.

Request for leaves of absence by non-union employees and at the recommendation of the Superintendent, shall be brought to the School Committee for approval, and such approval may be granted when deemed to be in the best interest of the Education Department, but in no case shall this policy limit a non-union employee from any legally protected right. [amended/ approved 6/29/05]

P2-17 Overtime.

P2-17.1 Time and One Half Pay. Time and one half shall be paid in each or any of the following instances, and each instance shall not be dependent on any other instances, but there shall be no duplication or pyramiding of overtime.

a. All work performed in excess of eight (8) hours, and in those classes of position in which it is applicable, all work performed in excess of seven (7) hours, in any one day.

b. All work performed in excess of forty (40) hours, and in those classes of positions in which it is applicable, all work performed in excess of thirty-five (35) hours (for which overtime has not been paid previously) in any week.

c. All work performed before or after any scheduled shift.

d. All work performed on Saturday, except as herein provided.

e. All work performed on any of the holidays specified in Section 17 of the City of Woonsocket Personnel Ordinance, hereby named for reference.

f. When partial holidays are observed, as outlined in said Section 17 of the Woonsocket Personnel Code, and certain employees are required to work their entire schedule, such employee shall receive time and one-half for one-half of their regularly scheduled hours for such day.

P2-17.2 Double Time Pay. Double time pay shall be paid for all work performed on Sunday, except for provisions specified elsewhere, but there shall be no pyramiding of overtime.

P2-17.3 Employees Regularly Working on Weekends. Premium pay for Saturday and Sunday work shall not be paid to an employee whose regularly scheduled shift shall include hours worked within such premium days. Such employees shall be paid at the rate of time and one-half for all work performed on the sixth day, and at the rate of double time for all work performed on the seventh day in their established work week.

P2-17.4 Distribution of Overtime and Records. Overtime work is to be made a matter of record and shall be distributed fairly and equitably among employees capable of performing the work in their respective divisions or departments and in their appropriate

classifications of position. A record of overtime work will be available for review by any employee upon his request.

P2-17.5 Inclusion of Leave Time, etc. Hours credited for holidays, sick leave, compensatory time and on-the-job injury shall be considered as time worked for the purpose of computing overtime.

P2-17.6 Consistency with Union Contracts. Any portion of this policy herein described, which is inconsistent with any portion of any existing union contract, previously approved by the Woonsocket School Committee, shall be considered not applicable.

P2-17.7 Positions Excluded. The overtime provisions herein specified shall not apply to those employed in the following class of positions:

1. Superintendent of Schools
2. Deputy Superintendent of Schools
3. Superintendent's Administrative Assistant
4. Director of Administration and Finance
5. Supervisor of Maintenance

P2-17.8 Compensatory Time. Administrative, clerical and other staff employees, at the discretion of the Superintendent of Schools, may be allowed compensatory time off in lieu of cash payment for overtime.

[adopted 5/16/90]

POLICY ADMINISTRATION

P2-18 Drug Free Workplace

Drug use and abuse at the workplace or while on duty are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large, and result in damage to property. Therefore, it is the policy of the State of RI and the Woonsocket Education Department that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. Any employee(s) violating this policy will be subject to discipline up to and including termination. An employee may also be discharged or otherwise disciplined for a conviction involving illicit drug behavior, regardless of whether the employee's conduct was detected within employment hours or whether his/her actions were connected in any way with his or her employment. The specifics of this policy are as follows:

1. An employee who, without authorization, gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on duty, regardless of whether the employee is on or off the premises of the employer will be subject to discipline up to and including termination. Lawful possession of alcohol in an employee's private vehicle, and possession and use of prescription drugs is exempted from this policy.

2. Each employee is required by law to inform the employer within five (5) days after he/she is convicted for violation of any federal or state criminal drug statute. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.

3. The employer (the hiring authority) will be responsible for reporting conviction(s) to the appropriate federal granting source, within ten (10) days after receiving notice from the employee or otherwise receives actual notice of such a conviction(s). All convictions must be reported in writing to the Superintendent's Office within the same time frame.

4. If an employee is convicted of violating any criminal drug statute while on duty, he/she will be subject to discipline up to and including termination. Conviction(s) while off duty may result in discipline or discharge.

5. The State of RI and the Woonsocket Education Department encourage any employee with a drug abuse problem to seek assistance from the Rhode Island Employee Assistance Program (RIEAP), or their local union. Your department supervisor or your union representative has more information these assistance programs.

6. The law requires all employees to abide by this policy.

**POLICY
ADMINISTRATION**

P2-18 Drug Free Workplace (continued)

The WOONSOCKET EDUCATION DEPARTMENT recognizes that many people in the nation are afflicted with alcoholism or drug problems -- that they rank high among the country's major health problems and that both are now acknowledged to be diseases as well as social problems, subject to successful treatment.

The WOONSOCKET EDUCATION DEPARTMENT further recognizes that these problems are not foreign to any organization, having left their mark in employee suffering, anguish to family and co-workers, along with other costs that are immeasurable.

Accordingly, the WOONSOCKET EDUCATION DEPARTMENT is establishing a policy based on the long-standing concept that regards each employee as an individual as well as a worker. The objective of the policy is to retain valued employees who are developing a drinking or drug problem by helping them treat and arrest its further advance before they become unemployable. More important, though, is the possibility that they may serve to motivate troubled employees to seek assistance. With this expectation as the foundation of its policy, the WOONSOCKET EDUCATION DEPARTMENT establishes the following precepts:

1. That alcoholism and drug addiction are illnesses and that employees so afflicted shall be regarded as sick and deserving of understanding and help as would an employee with any other illness.

2. That the WOONSOCKET EDUCATION DEPARTMENT shall provide troubled employees with assistance in contacting local resources for the evaluation and treatment of their substance abuse.

3. That the decision to undertake treatment is the responsibility of the employee and that no employee will be forced to accept assistance.

4. That the WOONSOCKET EDUCATION DEPARTMENT'S concern as an employer regarding the individual drinking or drug using practices of its employees begins when an employee's drug using behavior results in unsatisfactory job performance.

5. That it is in the interest of the employee, as well as the WOONSOCKET EDUCATION DEPARTMENT, that the problem be identified and treated at the earliest possible time.

6. That all information relative to the substance abuse problems of employees who seek help shall be kept completely confidential.

7. That a drug-free awareness program will be provided to inform all employees of:

a. the dangers of drug abuse in the workplace;

b. the WOONSOCKET EDUCATION DEPARTMENT'S policy of maintaining a drug-free workplace;

- c. the availability of counseling, rehabilitation and employee assistance programs; and,
- d. the penalties that may be imposed upon employees for drug abuse violations in the workplace.

8. That any employee who engages in the unlawful manufacture, distribution, or dispensation of a controlled substance on a work site* shall be deemed in violation of the WOONSOCKET EDUCATION DEPARTMENT'S policy of maintaining a drug-free workplace and shall be suspended immediately subject to further discipline, and notification shall be made to the appropriate law enforcement authority.

9. That an employee at any work site who is found to be in possession** of any quantity of an unlawful and/or a controlled substance ***, or alcohol shall be deemed in violation of the WOONSOCKET EDUCATION DEPARTMENT'S policy of maintaining a drug-free workplace and shall be subject to disciplinary action, up to and including discharge.

10. That any employee who reports for work or is found to be working impaired**** by any controlled substance, drug or alcohol, shall be deemed in violation of the WOONSOCKET EDUCATION DEPARTMENT'S policy of maintaining a drug-free workplace and shall be subject to disciplinary action, up to and including discharge.

11. That the WOONSOCKET EDUCATION DEPARTMENT reserves the right to request that employees seek assistance up to and including hospitalization and/or outpatient therapy and counseling for drug and alcohol problem situations. Because this assistance, treatment and/or therapy is an important factor in identifying the need for treatment or rehabilitation, and for providing that treatment or rehabilitation, refusal may result in termination if work performance is substandard.

- a. "Work Site" means any classroom, office, building, or property (including parking lots) owned or operated by the employer, or any other site at which the employee is to perform work for the employer.
- b. "In possession" means to have in or on an employee's person, personal effects, motor vehicle, and any areas substantially entrusted to the control of the employee, such as desks, files, and lockers.
- c. "Controlled substances" include: any drugs listed in 21 U.S.C. §812 and other federal regulations. Generally, all illegal drugs and substances are included, such as marijuana, heroin, morphine, cocaine, or opium derivatives, LSD, DMT, STP, amphetamines, methamphetamines, and barbituates.
- d. "Impaired" means under the influence of a substance such that the employee's motor senses (i.e., sight, hearing, balance, reaction, reflex) or judgment either are or may reasonably be presumed to be affected.

[revised 5/93]

WOONSOCKET SCHOOL CODE

AWARENESS ACKNOWLEDGMENT FORM

I, _____, acknowledge that I have attended a drug awareness program as required by the Drug-Free Workplace Act of 1986.

In this drug awareness program:

I have been given information on the Education Department's policy on a drug-free workplace and had it explained to me.

I have been given information on the Education Department's discipline policy on illegal drug activity in the workplace. I understand that penalties up to and including termination can be imposed for conviction of a drug related offense that occurs in the workplace or outside of the workplace.

I have been made aware that illegal drug use is dangerous.

I have been given information about resources for drug counseling and rehabilitation.

I understand that the Education Department intends to have a drug-free workplace and wants to provide assistance to any employee who has a problem.

I am aware that I must report any conviction of a drug related offense committed on the job to my Superintendent within five (5) days.

Signed

Date

POLICY ADMINISTRATION

P2-19 POLICY AND PROCEDURE FOR SMOKE FREE ENVIRONMENT

P2-19.1 Purpose. The Woonsocket School Committee is committed to ensuring a healthy atmosphere in which to learn, teach and work. This can be achieved only through continuous efforts to protect non-smokers and to promote the health benefits of a tobacco free life.

P2-19.2 Philosophy. The Woonsocket School Committee recognizes that the use of tobacco has been known to be detrimental to good health, and that the education of children occurs not only by textbooks and teachers, but also through many processes including modeling. Therefore, the following policy is adopted.

P2-19.3 Policy.

1. Effective upon passage, the use of any substance or item which contains tobacco including but not limited to cigarettes, cigars, pipes, or other smoking tobacco, or snuff or smokeless tobacco anywhere on school property at any time of the day or night by all people who utilize Woonsocket property is prohibited. This policy also prohibits tobacco use at all school events regardless of location.

2. Having in one's possession a lighted cigarette, cigar pipe or other substance or item containing tobacco is also prohibited.

3. State law prohibits tobacco product use in all outside areas within twenty-five (25) feet of any school building.

P2-19.4 Enforcement.

In addition to the following disciplines, whenever a student is found to be in violation of this policy, any tobacco product in their possession will be confiscated. The student's parent/guardian may claim the product at the school principal's office within five (5) school days after which the confiscated material will be discarded. [amended 3/12/03]

1. Students: Elementary/Middle School

- a. Students violating this policy, for the first time, will receive one detention and the Administration will provide written notification to the student's parent(s), guardian(s), or custodian(s).
- b. A second offense will result in two detentions and the rest of the day in in-school suspension or alternate administrative assignment with a letter sent home to the parents, guardians or custodians to be signed and returned to the principal.
- c. A third offense will result in three detentions, the rest of the day plus one full day of in-school suspension and a parent hearing before the school principal.

- d. A fourth offense will result in a one day school suspension and mandatory enrollment in a smoking cessation program.

P2-19.4 Enforcement.

2. Students – High School

- a. Students violating this policy, for the first time, will receive three hours of detention and the Administration shall provide written notification to the student's parent(s), guardian(s), or custodian(s).
- b. A second offense will result in the student serving in-school suspension or alternate administrative assignment with a letter sent home to the parents, guardians, or custodians to be signed and returned to the principal.
- c. A third offense will result in one day school suspension and mandatory enrollment in a smoking cessation program to be held after school hours. The offender may be responsible for all costs associated with this program.

3. Staff

- a. First Offense – An administrator shall inform the staff person in writing on the School Committee Policy and Procedure for a Smoke-Free Environment.
- b. Second Offense – For inclusion in the employee's personnel file, a written reprimand, will be given by the principal or supervisor, which shall also include a request that the staff member participate in a smoking cessation program.
- c. Third Offense - The principal or supervisor will report the repeated violations to the Superintendent of Schools and the bargaining unit representing the staff member. The staff member will be subject to disciplinary action as delineated by the Superintendent with notice to the bargaining unit. A written report of any disciplinary action will be given to each member of the School Committee. Said disciplinary action will include mandatory attendance at a smoking cessation program which may occur at the staff member's expense. If necessary further action up to and including termination may occur.

4. Visitors:

Visitors who are observed smoking or using tobacco products on school property will be informed of the "Smoking Restrictions in Schools Act" and will be asked to refrain from smoking or using tobacco products. If the individual fails to comply with the request, he/she shall be referred to an administrator for the area in which the violation occurred. The administrator will make a decision on further action, which may include a directive to leave the school property. Repeated violations may result in a recommendation to the

Superintendent to prohibit the individual from entering the building or other school property for a specified period of time or permanently.

5. Penalties:

State Law (23-20-6.2) provides for fines of not less than \$50.00 nor more than \$500.00 per day which shall be assessed and recovered in a civil action brought by the attorney general in any court of competent jurisdiction.

P2-19.5 Dissemination - This policy shall be posted in conspicuous places in each Woonsocket School Building.

A summary of this policy shall be included in staff handbooks and in student handbooks.

Information relating to Smoking Cessation programs for all employees and students who smoke shall be posted in each building in the district.

[amended 1/28/98]

SMOKING CESSATION PROGRAMS AVAILABLE IN RHODE ISLAND

JANUARY 1993*

PROGRAM/SPONSOR

American Lung Association of RI
Molly Clark
298 West Exchange Street
Providence, RI 02903
401-421-6487

NRI Community Services
181 Cumberland Street
Woonsocket, RI 02895
401-521-3300
Evenings and adolescent programs
Or
80 Summit Street
Pawtucket, RI
401-728-4010
Offers free programs in Pawtucket
and at SJH in Providence

Behavior Modification Hypnosis Smoking
Cessation Program
1156 Newport Avenue
Pawtucket, RI
401-724-3521

East Bay Smoking Cessation Program
Metacom Medical Center
639 Metacom Avenue
Warren, RI
401-253-7575
Or
Bristol Professional Building
970 Hope Street
Bristol, RI

Freedom from Smoking
Sponsored by American Lung Association of Rhode Island
401-421-6487
Call for various locations

Life Options Smoke Free
57 Oak Hill Avenue
Pawtucket, RI
401-723-9515

PROGRAM/SPONSOR

RI State Department of Health
Tobacco Free Program
1-800-879-8678
or trytostop.org.

TriTown Community Action
401-351-2750 (x1801)
Session at Woonsocket High School

Breath of Life Stop Smoking Program
903 Tiogue Avenue
Coventry, RI
401-823-4614

Clinical Counseling
226 Bellevue Avenue, Suite 1
Newport, RI
401-849-9250
Or
2845 Post Road, Suite 113
401-739-8043

Feedback for Life
2845 Post Road, Suite 218
Warwick, RI
401-738-7382

PROGRAM/SPONSOR

Live Without Smoking

200 Toll Gate Road
Warwick, RI
401-739-7217

Nicotine Dependence Treatment Program

Coro Building #3
1 Hoppin Street
Providence, RI
401-793-8770

Possibilities Incorporated Hypnotherapy

310 Maple Avenue
Barrington, RI
401-247-7255

Quit Smart

Newport Hospital
11 Friendship Street
Newport, RI
401-845-1592

Quit Smoking and Exercise

South County Hospital
South Kingstown, RI
401-782-8020

Smoking Cessation Services

151 Airport Road
Warwick, RI
401-737-6497

Stop Smoking Support Group

100 Old River Road
Lincoln, RI
401-333-8496

The Miriam Hospital Smoking Cessation Program

Coro Building #3
1 Hoppin Street
Providence, RI
401-793-8770

*Prepared by Project ASSIST, RIDH for implementing
SMOKE FREE SCHOOLS LEGISLATION from a list
compiled by Miriam Hospital's Smokers Program

Tobacco Cessation Counseling

Thundermist Health Associates/South
County
1 River Street
South Kingstown, RI
401-783-0523

Smoke Free

Sponsored by BC & BS of RI
401-459-5789

HELPFUL LINKS

www.nicotine-anonymous.org

www.quitnet.org

www.kickbutt.org

www.quitsmokingsupport.com

www.quitnow.info.au/

www.helioshealth.com/quit_smoking/

www.unhooked.org

www.quit.org.au

www.quit4life.com

www.nobutts.ucsd.edu

www.findhelp.com

www.drkoop.com/wellness/tobacco/

www.ucanquit.com

[www.lungusa.org/events/ffs.html.](http://www.lungusa.org/events/ffs.html)

www.no-smoke.org

www.dontsmoke.com

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ADMINISTRATION

P2-20 Sexual Harassment

The Woonsocket Education Department (hereinafter referred to as the "Department") is committed to maintaining an academic environment that is free from sexual harassment. In keeping with this commitment, sexual harassment of employees, students, or visitors by employees, students, or visitors will not be tolerated. This commitment also extends to any school sponsored activity.

Sexual harassment is a violation of Title VII of the 1964 Civil Rights Act, a violation of Title IX of the Education Amendments of 1972 and a violation of Rhode Island General Law - Section 16-38-1, effective July 1, 1986.

Sexual harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's gender. The Department will not tolerate harassing conduct that affects academic or job benefits, that interferes with an individual's academic or work performance, or that creates an intimidating, or offensive academic or work environment. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:

(1) submission to the conduct is a term or condition of aid, benefit, services, treatment, education or employment;

(2) submission to or rejection of the conduct is used as a basis for an academic or employment decision;

(3) the conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive educational environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another's body.

Sexual Harassment may include but is not limited to:

(1) verbal harassment or abuse;

(2) pressure for sexual activity;

(3) sexually motivated or inappropriate patting, pinching, touching, or other than reasonable and necessary restraint of students by teachers, administrators, or other school personnel to avoid physical harm to persons or property;

(4) sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's education or employment status;

(5) sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's educational or employment status; or

(6) behavior or words directed at an individual because of gender.

Sexual harassment typically occurs in the workplace in certain reoccurring forms:

(1) Quid Pro Quo: "you do something for me and I'll do something for you." Quid Pro Quo can relate to an offer of promotion or an increase in salary in return for sexual favors. It can also emerge as a threat of retaliation. For example, Quid Pro Quo occurs if an individual threatens to withhold travel expenses or deny training requests because an employee rejects a sexual request. One critical aspect of Quid Pro Quo is that a single event constitutes a violation. If even one time an individual or teacher makes a sexual proposition that involves the employee's job conditions, Quid Pro Quo harassment has occurred.

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(2) Sexual Favoritism occurs when an applicant or employee receives opportunities or benefits as a result of submission to an individual's sexual advances. In this circumstance, an employees who is having a consensual relationship with an individual may be given preferential treatment in the form of raises, promotions or job conditions. Given this situation, any employee who is not receiving the same preferential treatment as the employee involved in the relationship, is the victim of Sexual Harassment.

(3) Hostile Work Environment is the most prevalent form of Sexual Harassment. It is also the most misunderstood. For practical purposes, any sexually oriented conduct or any sexually oriented atmosphere that is intimidating or offensive to a "reasonable woman" can be construed as a Hostile Work Environment. What makes Hostile Work Environment so confusing is that men and women often perceive the very same behavior in quite different manners. What a man might consider innocuous, a woman may consider blatantly offensive. It is important to remember that courts tend to decide from the victim's point of view or in the opinion of the "reasonably prudent woman."

ADMINISTRATION

P2-20.1 Reporting Procedures. The Department's procedure is to investigate all complaints of sexual harassment thoroughly and promptly. Any retaliation or reprisal against an individual who is an alleged target of harassment, who has made a complaint, or who has provided evidence in connection with a complaint, is a separate actionable offense. If an investigation confirms that harassment has occurred, the Department will take corrective action, including such discipline, up to and including immediate termination of employment or expulsion as is appropriate.

Any member of the Woonsocket Education Department community who believes that he/she has been subjected to sexual harassment, or any person who has witnessed

sexual harassment, is to report the incident to his/her building principal or supervisor who will contact the Investigating Officer. The Investigating Officer will be designated by the Superintendent of Schools.

The Investigating Officer is vested with the authority and responsibility for investigating and processing all sexual harassment complaints in accordance with the guidelines contained herein. The Investigating Officer is empowered to recommend remedial measures, based upon his/her investigation, to the Woonsocket School Committee. The investigation may include any reasonable investigative procedures including interviewing and soliciting written statements from witnesses, the complainant and respondent.

Within sixty (60) days of the receipt of a complaint, the Investigating Officer shall prepare a report to the Superintendent containing his or her findings and recommendations.

If the Superintendent determines a violation of the sexual harassment policy has occurred, the Superintendent will determine what, if any, discipline will be imposed or alternatively refer the matter to the School Committee with a recommendation.

Recommended disciplinary action may range from an apology, direction to stop further offensive behavior, counseling, warning, suspension, expulsion, transfer, termination, discharge or any other form of discipline consistent with federal or state law or School Department procedure.

ADMINISTRATION

P2-20.2 Responsibilities. All students, teachers, administrators and other school personnel are responsible for creating an environment that is free of harassment and other offensive behavior, and for conducting themselves in a manner consistent with the spirit and intent of this policy.

P2-20.3 Dissemination of Policy and Training.

- A. This Policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be referred to in student handbooks.
- C. The School Department will develop a method of discussing this policy with students and employees.
- D. The School Department will provide appropriate training to administrators and others who are assigned responsibility to implement the procedures of this policy.
- E. This policy shall be reviewed periodically for compliance with state and federal law.

[adopted 9/14/94]

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P 2-20.4: STAFF-STUDENT NON-FRATERNIZATION POLICY

It is the policy of Woonsocket Public Schools to prohibit any sexual relationship, contact, or sexually unwanted behavior or communication (verbal or non-verbal including but not limited to email, text messaging and instant messaging) between a staff member (i.e. all personnel employed by the District or by a contracted student support service) and a student. This includes students over the age of eighteen (18). Prohibited behavior includes, but is not limited to, flirting and bantering with sexual overtones, dating, courting, or engaging in a personal relationship on or off campus that is sexually motivated or unwanted, having any physical sexual contact or sexual intercourse with any student. The prohibition extends to students of the opposite sex or the same sex as the staff member and applies regardless of whether or not the student or the staff member is the initiator of the behavior and whether or not the student welcomes or reciprocates the attention. This policy will be upheld even with parental/guardian consent of the relationship.

Complaints should be reported, in writing, to the principal who will immediately inform the superintendent. An investigation will be conducted to determine whether a violation has occurred.

Violations will result in disciplinary action up to and including dismissal of the staff member.

2009
13, 2010

First Passage: December 13,
Second Passage Adopted: January

ADMINISTRATION

P2-21.1 BULLYING

Prohibition Against Bullying

Bullying is prohibited in the public schools of Woonsocket, RI. [R.I.G.L. 16-21-26] The prevention of bullying is part of the Woonsocket school district's strategic plan [R.I.G.L. 16-7.1-2 (e)] and school safety plan [R.I.G.L.16-21-24]

Definition of Bullying

Bullying occurs when a student, while at school, intentionally assaults, batters, threatens, harasses, stalks, menaces, intimidates, extorts, humiliates, or taunts another student. Bullying also occurs when a student or a group of students organize a campaign of shunning against another student or when a student or a group of students maliciously spread rumors about another student. In most circumstances bullying does not include a mutual fight between two students of roughly equal strength who are angry with each other. Such fights are subject to discipline as a violation of school rules prohibiting fighting.

P2-21.1A CYBER BULLYING

Definition of Cyber Bullying

Cyber Bullying is harassment through electronic communications, including but not limited to e-mail, Web sites and text messaging. "Harassment" and "bullying" shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- ❖ harms a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage.
- ❖ has a substantially detrimental effect on the student's physical or mental health.
- ❖ has the effect of substantially interfering with a student's academic performance and the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- ❖ insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school (*this applies even if the offending material originated from home or a non-school computer or electronic device*).

At School: In the context of these regulations the phrase ***at school*** includes the following places and situations:

- ❖ In a classroom
- ❖ Elsewhere in the school
- ❖ On school property
- ❖ Immediately adjacent to school property
- ❖ On a school bus or other school vehicle
- ❖ At school bus Stops
- ❖ While students are walking to or from school
- ❖ At Any school-sponsored activity or event, whether or not held on school premises.

Disciplinary Sanctions: Disciplinary sanctions for bullying /cyber bullying may include:

- ❖ Loss of the opportunity to participate in extracurricular activities.
- ❖ Loss of the opportunity to participate in school social activities.
- ❖ Loss of the opportunity to participate in graduation exercises.
- ❖ Loss of school bus transportation.
- ❖ Transfer to another school.
- ❖ Assignment of additional homework or community service.
- ❖ In house suspension.
- ❖ Short term school suspension {10 or fewer days of suspension} or long term school suspension {suspension for more than 10 days}.
- ❖ Admonitions, warnings, and counseling.

P2-21.2 Reporting Bullying /Cyber Bullying:

The Principal of each school in the Woonsocket School District shall establish, and prominently publicize to students, staff, volunteers, and parents, how a report of bullying/**cyber bullying** may be filed and how this report will be acted upon. The victim of bullying /**cyber bullying**, anyone who witnessed the bullying /**cyber bullying**, and anyone who has credible information that an act of bullying /**cyber bullying** has taken place may file a report of bullying /**cyber bullying**.

P2-21.3 Investigation of Bullying /Cyber Bullying

The Administration will investigate all allegations of bullying/**cyber bullying** with assistance, if necessary from the Resource Officer.

**POLICY
CHAPTER III
INSTRUCTION**

P3-1 Equal Educational Opportunity.

It shall be the policy of the School Committee to endeavor to provide every student with an equal opportunity to develop the full potential of his capabilities.

P3-2 Organizational Plan.

The basic organizational plan of the Woonsocket School District shall be as established and set forth by the School Committee from time to time.

P3-3 Curriculum.

The courses of study developed for the Woonsocket School District shall be suited to the ages and attainments of the students, and no course of study shall be adopted or altered except by the recorded roll call vote of the School Committee.

The Superintendent shall be responsible for the development and implementation of an appropriate program of studies, subject to approval by the School Committee.

The purpose of any curriculum committee shall be to examine the city curriculum at all levels in light of current educational trends and to make recommendations to the Superintendent.

INSTRUCTION

P 3-3.1 STATE REQUIREMENTS:

It is the policy of the Woonsocket School Committee and the Woonsocket Education Department that diplomas shall be awarded to students who are deemed proficient, based on defined standards, and that those proficiency-based standards shall be as set forth in the Regulations of the Board of Regents.

[First Passage 10-11-06]

*Any regulation inconsistent with the intent of this policy will be repealed.

[Added and Amended – Second Passage – 10-25-06]

a. **Principles of Government.** The principles of popular and representative government as enunciated in the Constitution of Rhode Island and the Constitution of the United States. Commencing with the fourth grade in elementary school instruction shall be given in the history and government of Rhode Island, in every high school thorough instruction shall be given in the Constitution and Government of Rhode Island and in the Constitution and Government of the United States.

b. **Physiology and Hygiene.** Physiology and hygiene, with special reference to the effects of alcoholic liquors, stimulants and narcotics upon the human system.

c. **Health and Physical Education.** At least 20 minutes in each school day for all children in grades one through 12.

d. **Fire Prevention.** A course in fire prevention shall be offered in each school and each teacher shall devote one hour in each month to instruction in fire prevention.

e. **Languages.** Italian, Portuguese, and Spanish shall each be offered provided more than 20 students apply for each.

f. **Voting Procedure.** For students of the senior class in high school, a course of instruction and demonstration in the operation of a voting machine, and of the manner of casting a valid ballot.

[G.L.16-22-1, et seq.]

P3-3.2 Philosophy. The Woonsocket Education Department believes that an early childhood program should be for parents and children who have an interest in a classroom environment which is multicultural, adapts to different learning styles, encourages independence and decision-making, and provides opportunity for exploration and discovery. The developmental classroom is a structured learning environment based on principles of child development and learning theory which places the child in a flexible, activity centered environment. Teachers work together with parents and students to set goals for the child based on the child's individual interests, needs, level of development and learning style. A safe atmosphere is established in which children feel comfortable taking risks and meeting challenges in their learning. Development of a strong sense of a child's self-worth and motivation is also essential.

[adopted 11/8/89]

INSTRUCTION

P3-3.3 Kindergarten. The kindergarten curriculum shall be planned to provide opportunities for intellectual, social and physical development so that children may achieve their maximum learning potential.

P3-3.4 Elementary Schools, Grades 1-5. The elementary curriculum shall be planned to develop the students' skills in the required subject fields; to meet their needs and interests; to provide for individual differences; and to make possible opportunities for successful achievement.

P3-3.5 Middle School, Grades 6-8. The purpose of the Middle School shall be to create an atmosphere in which the student's physical, physiological and intellectual needs can best be met and challenged. To meet these needs, students shall remain in the same building for all three grades. Special emphasis shall be given to individual guidance, exploratory experiences and independent study and research. Students shall be encouraged to develop their talents to their full potential in all areas, from academic to activity interest. Every subject shall be taught to reveal opportunities for further study. The Middle School curriculum shall provide a gradual transition from the self-contained elementary school to the highly departmentalized Senior High School program.

Woonsocket Education Department Policy 3-3.6 ELO Policy

Current Policy

P3-3.6 High School Grades 9-12. The following shall be required for all programs in the high school:

English, four years; United States history or equivalent, two years; physical education, one year of attendance.

Courses related to the physical education program - health, first aid, one year each (**one period per week**). **SC 1990**

Revised policy recommendation

P3-3.6 High School Grades 9-12.

Graduation

Students must fulfill all of the academic requirements for graduation as outlined in the Student Handbook in order to graduate from Woonsocket High School. Any student who does not fulfill those graduation requirements will not be allowed to participate in the graduation exercises. There will be no exceptions to this policy.

In addition, any student who is under disciplinary suspension during a period of time, which includes Graduation Day, will not be permitted to participate in the graduation exercises, Commencement Ball or any other senior week activity.

Proficiency Based Graduation Requirements (PBGRs)

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

- Completion of 26 Carnegie Units in designated course work (Six Core Areas)
- Satisfaction of course requirements for end of course assessments
- Participation in the Rhode Island Department of Education's Assessment Program (**NECAP**)
- Completion of a Graduation Portfolio

The Woonsocket Education Department, in compliance with the Rhode Island Department of Education's High School Regulations, will implement the New High School Diploma System commencing with the Graduating Class of 2008. High school students will be required to pass and earn a minimum of 26 credits* (WHS requirement) in specific content areas, as one measure to earn a high school diploma from the Woonsocket Public Schools.

The number of subjects passed and credits earned as well as completion of the above-noted Proficiency Based Graduation Requirements will determine a student's progress toward graduation. When it has been determined that students have successfully completed the work prescribed for their grade level, they shall be promoted to the next grade.

Expanded Learning Opportunities

It is the policy of the School Committee to allow expanded learning opportunities as a means of meeting the diverse instructional needs of students with different talents, interest, and development. The School Committee's intent is to improve student achievement in situations where regular classrooms are not practical or effective.

All such opportunities must be aligned with the Woonsocket Education Department's Mission statement, goals, objectives and learning expectations as well as state standards and regulations.

Such opportunities shall provide credit or supplement regular academic courses. Carnegie credits can be granted for expanded learning activities, including, but not limited to, independent study, community college, private instruction, team sports, performing groups, internships, community service, and work study. Where credit is not granted, such experiences shall be used to fulfill prerequisite requirements for advanced courses. The granting of Carnegie credits shall be based on a student's demonstration of course competencies, as approved by certified personnel.

The School Committee directs the Superintendent to establish regulations and procedures for implementing this policy that will include:

- Application, approval, appeals process
- Administrative supervision and oversight of individual student's programs by certified personnel
- Requirements that each expanded learning program be approved prior to its implementation
- Requirements that the experience will provide an opportunity for students to acquire knowledge and skill development comparable to, or an extension of knowledge and skill development in courses offered at the high school
- Student participation in selecting, organizing, and carrying out expanded learning activities
- Reasonable limits on the number of approved expanded learning opportunities that can be administered each school year – school-wide and per student
- Assurance of equal access for all students
- Compliance with state and federal laws pertaining to minors
- Approved learning opportunities that are consistent with all policies of this School Committee

Unless otherwise recommended by the Superintendent and approved by the School Committee, under ordinary circumstances, students or their parents/guardians shall be responsible for all related expenses including tuition and textbooks.

**ELO Polcy
SC April 28, 2010
2nd Passage**

P3-3.7 Religion. The historical development of religious institutions and their cultural importance may be appropriate subjects for inclusion in the curriculum.

P3-3.8 Controversial Issues. Free discussion of controversial issues - political, economic, social - shall be encouraged wherever appropriate for the maturation level of a group.

The School Committee shall support staff members when they have acted in the spirit of this policy, which obligates teachers to approach controversial issues in the spirit of inquiry rather than advocacy.

P3-3.9 Experimental and Research Programs. Participation shall be encouraged in experimental and research programs which in the judgment of the Superintendent are advantageous to the school system. Such programs shall be recommended by the Superintendent to the School Committee for approval.

INSTRUCTION

P3-4 Classroom Organization and Management

P3-4.1 Number of Class Sections. The Superintendent shall recommend for School Committee approval the number of class sections for each grade. He shall also make recommendations for the special needs of experimental programs, certain course sequence requirements, and predicted future student enrollments.

The number of students per class in the various laboratories at the Woonsocket Area Vocational-Technical Facility shall be determined by the Superintendent upon the recommendation of the director.

P3-4.2 Grouping. The basic class sections in the primary and intermediate units shall be balanced heterogeneous classes. Class sections may be modified to avoid unnecessarily wide ranges and the concentration of behavioral, emotional or other types of problems in one room. Each class shall approximate a cross section of the attendance area from which the students originate.

Students shall be assigned to classes, subjects and teachers on the basis of how the students can best realize their maximum potential, while at the same time fulfilling the objectives of the instructional program.

Grouping for instructional purpose may take a variety of forms in order to enhance individual learning. The emphasis in the educational program shall be on individualized instruction, with provision made in all schools and in all classes for students with special needs.

Students in grades 9 through 12 shall be assigned to homerooms on a heterogeneous basis for the three-year period. They shall be assigned in accordance with their course selection to those classes which most meet their individual needs as recommended by the certified staff.

Grouping of students at the Woonsocket Area Vocational-Technical Facility will be flexible in order to allow sophomores, juniors and seniors to participate in the same class at the same time even though at different educational levels.

P3-4.3 Homework. The School Committee supports the custom of assigning homework as a necessary part of the learning process and as a legitimate demand on the non-class time of the students.

P3-4.4 Special Help to Students. Students who are absent or who need extra help shall be assisted by teachers in making up work.

P3-4.5 Student Travel. The School Committee favor student travel, including participation in interscholastic events and community civic projects, which are of value in helping achieve each participating student's educational objectives. Under this policy, student travel shall take these three (3) forms: (1) conventional field trips; (2) endorsed activities and (3) supplemental trips. The School Committee only sanctions conventional field trips and endorsed activities and does not sanction supplemental trips.

The school staff under the direction of the Administration shall take the educational welfare of all participating students into consideration when planning conventional field trips and/or endorsed activities including reasonable efforts to accommodate students with disabilities. The Administration may place restrictions upon students' participation when required.

The staff member planning the conventional field trips and/or endorsed activities shall assess whether the educational goals of the trip can be met in an accessible location. Additionally, space will be made available on field trip permission forms for parents to identify services or auxiliary aids that would make the field trip and endorsed activities accessible.

All sanctioned student travel, i.e., conventional field trips and endorsed activities, is subject to the same rules and regulations for behavior as in school. Chaperones and supervisors are responsible for the supervision of students and the enforcement of behavioral rules. The use of alcohol, tobacco products, or the improper use of controlled substances is prohibited during student travel, both on the part of the chaperones and students. Students should expect to have their luggage searched on overnight trips that are part of sanctioned student travel and such is the responsibility of the chaperones and/or administration.

Overnight trips required by sanctioned student travel must be presented with approval of the building Principal to the Superintendent and, upon his recommendation, to the School Committee for approval.

The School Committee believes that well planned conventional field trips are an important adjunct to the educational program. They give life to the curriculum and, in turn, enrich our lives. 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.

Supplemental trips can provide depth to a student's learning experience that cannot be replicated in a classroom environment. However, since supplemental travel is not availed by all students in the district and is not a required part of an educational program, it is neither approved nor supervised by the school district. Organizational and supportive and, for supplemental travel is to occur outside of the normal school day for students and, for supervising faculty and staff, apart from work responsibilities and hours. When

supplemental travel is arranged by school personnel or using school district facilities and includes district students, parents and students shall receive a notification that the supplemental travel is not sponsored or approved by the district. If school personnel are involved in the travel arranging, it shall be their responsibility to issue the notifications. If school facilities are used, it shall be the responsibility of the building principal to issue the notifications.

The Woonsocket School Committee does not accept responsibility for supplemental trips.

Conventional Field Trips – Those activities planned as class, grade level, an/or cluster experiences within each building.

Endorsed Activities - Activities such as Project Close Up, Model UN, regional/national athletic and academic contests in which student elect or are selected to participate and are sponsored by associations and organizations which seek to extend the well being and development of the student and the community.

Supplemental Trips - Trips which are characterized generally by (1) extended travel within and outside of the United States, (2) participation of students at various grade levels from within and outside the School District, (3) no direct connection to a specific unit of study found in the curriculum, (4) lack of funds by the student for cost of the trip, and (5) emphasis on the cultural and social aspect of the life in countries visited.

[amended 2/27/02]

INSTRUCTION

P3-5 Schedules and Programming.

P3-5.1 School Day. For the purposes of section 16-2.2 and 3 of the General Laws of 1956, a "day" or "school day" defined by the board of education to mean regular operation of all schools in the town for a period which, in the case of elementary schools consist of not less than five hours of actual school work, excluding lunch and recess periods, and in the case of secondary schools of not less than five and one-half hours of actual school work, excluding lunch and recess periods. Regular operation of any school for less than the minimum hours specified above shall require the prior approval of the Commissioner of Education, who shall from time to time report to the State Board of Education on approvals granted.

- a. Educational activities which do not require the attendance of all children in school may be considered as part of the regular operation on a number of days during the school year, provided that on such days, the children shall be in attendance for a minimum of three hours, and provided further that the total number of such days shall not exceed the equivalent of ten days in a given school year. Such days may be counted as school days for meeting the requirements of the law, section 16-2.2, General Laws of 1956, only with the advanced approval of the Commissioner of Education.
- b. Requests for approval shall be submitted to the Commissioner in writing by the Superintendent and shall contain explicit and detailed plans for the use of the days. Requests shall be submitted by July 1 for days to be so used during the first semester, and by November 1 for days to be so used in the second semester, except in the case of the semester in which the guidelines are

adopted, when the date of submission shall be established by the Commissioner.

- c. **Staff.** Each member of the certified staff shall be on duty 15 minutes before and at least 15 minutes after regular school hours to plan and carry out his/her individual professional responsibilities.

P3-5.2 Legal Holidays. Holidays in the Woonsocket School District shall be as provided in the annual school calendar approved by the School Committee.

P3-5.3 Ceremonies and Special Events. The following ceremonies and special events shall be observed:

- a. **Display of Flag.** A United States flag of silk or bunting shall be provided by the School Committee for each school house in which a public school is maintained, and suitable apparatus provided whereby the flag shall be displayed on the school building or grounds every school day when the weather permits. A flag shall be displayed in each room. The principal in charge of the school is hereby made responsible for the proper observance of this rule.

[G.L.169-9 169-10]

- b. **Period of Silent Meditation.** At the commencement of the first class each day in all grades in the public schools the teacher in charge of the room in which each class is held shall announce that a period of silence not to exceed one minute in duration shall be observed for meditation, and during any such period silence shall be maintained and no activities engaged in.

[G.L. 16-12-3.1]

- c. **Holiday Exercises.** Each principal shall provide appropriate exercises for the observance of Grand Army Flag Day in honor of the Birthday of Abraham Lincoln, Arbor Day, Rhode Island Independence Day and Commodore John Barry Day. Additional appropriate exercises shall be held on the last school day preceding Washington's Birthday, Memorial Day, Columbus Day, Veteran's Day and Thanksgiving Day, and on any other patriotic holidays as established by law.

[G.L.16-20-3et. seq.]

P3-5.4 Bulletin Boards. Emblems, flags, banners, bulletins and similar materials that are associated with recognized student associations or clubs may be displayed on an approved bulletin board in a designated area. While the amount of bulletin board space reserved for a club or association is an administrative matter, allocations of space shall take into account the number of actual or potential clubs or associations and equity in the distributions of space.

INSTRUCTION

P3-6 Progress Reports and Promotions.

P3-6.1 General Provisions.

(Grades 1-5) At intervals of 60 and 120 days from the first day of school the Parent/Guardian(s) shall be notified in writing in the comment section of the trimester report card, if their child's performance needs improvement. If the student is not achieving grade level performance of two (2) or better in core courses at 120 days, the

building principal will send a letter requesting a meeting with parents/guardians to discuss their child's progress and the strategies needed for improvement. This will allow parents to address student's performance and request a special school conference to determine available strategies that could be used to assist the student. The student will be given a below the standard rubric grade if they do not achieve grade level performance in core courses at the time that report cards are distributed. The teacher and/or administrator can send a written request with the report cards notifying parents to attend the parent-school conference session to address their child's needs. [amended 7/20/05]

[Revised and amended 5-10-06]

P3-6.2 Grading System and Reports.

Proficiencies shall represent the teacher's evaluation of the success of the student in attaining the objectives of each course for the indicated marking period (trimester) at that time. The primary purpose of parent/guardian and school communications shall be to lead both parents/guardians and staff to a fuller understanding of the breadth and quality of the child's learning. This exchange of information will assist the parent/guardian and school in knowing how best to support the child's efforts. The final assessment will be reflective of the last trimester proficiency with the "end of the year rubric assessment," not the averaging of rubric scores. [amended 7/20/05]

[Revised and amended 5-10-06]

P3-6.3 Parent Conferences. A schedule of biannual parent/guardian conferences at 60 and 120 days shall be prepared by the school faculty and principal. Special school conferences shall be arranged by the teacher(s) and/or administrator on the of student's need and parental/guardian request. [amended 7/20/05]

[Revised and amended 5-10/06]

P3-6.4 Records. Cumulative records shall be kept for each student. These records shall not be deemed public records accessible for inspection or copying, except as provided in section P4-11.

P3-6.5 Student Record System. The student record system shall contain the following documents for each student:

- a. Permanent Record Folder
- b. Attendance Register
- c. Health Record

[adopted 1/9/02]

P3-6.6 Security and Confidentiality Guidelines

1. The Woonsocket School Department requires that the student record system be maintained in a secure and central location at the school for all students.

2. The Woonsocket School Department requires that each school within the district follow the [Family Educational Rights and Privacy Act of 1974](#) and the [Rhode Island Education Bill of Rights, RI Gen. Laws § 16-71-1 et seq.](#) which assures parents, or guardians, and students that student records are confidential and accessible.

[adopted 1/9/02]

P3-6.7 Missing Persons Rights

The Woonsocket School Department shall follow all State and Federal guidelines in dealing with requests for information on missing persons.

References [RI Gen. Laws § 42-28.8-7](#) [RI Gen. Laws §16-71-1 et seq.](#)

[Family Educational Rights and Privacy Act of 1974](#) [adopted 1/9/02]

P3-6.8 Student Record System

a. **Permanent Record Folder:** The Permanent Record Folder identifies the student by including the following data: student name, date of birth, age, sex, name(s) of parent or guardian, resident address, telephone number, date enrolled and date left. The Permanent Record Folder will compile the student's grades, standardized test scores and extra-curricular activities.

b. **Attendance Register:** The Attendance Register documents the names of all students in the district and records the daily attendance of each student. This only applies to the Elementary Schools of the district.

c. **Health Record:** The Health Record describes the student's general health history by including the following data: student's name, date of birth, sex, immunization dates, name of family physician, surgery dates, injuries, results of dental, vision, hearing and scoliosis screening.

d. **Discipline Records:** The Discipline Record describes verified reports of serious or recurrent behavior patterns. These reports will be filed in cases of suspendable offenses as provided for within school policy. The discipline record of a student will not be purged at any time. These records will be kept on each school level as follows:

1. **Elementary:** The discipline record will be separate of the student's permanent record and will be kept under file in the administrator's office. The record will be available for teachers to look at if there is an event that triggers concern about a particular student. If a student moves to another school, within or outside the school district, the discipline record should follow all other records to the new school within 5 school days. The discipline record of a student will not be purged at any time.
2. **Middle School & High School:** A student's discipline record from elementary school will be transferred as written into the MMS record system where it will remain until the completion of a student's academic career. The record will be available for teachers to look at if there is an event that triggers concern about a particular student.

References: [RI Gen. Laws § 16-12-4](#) [RI Gen. Laws §16-21-9](#)

[adopted 1/9/02]

INSTRUCTION

P3-6.9 Security and Confidentiality Guidelines

- a. The Permanent Record Folder will be located in the Main Office at the school.
- b. The Attendance Register will be located in the student's homeroom at the school, except at the Middle School and High School.
- c. The Health Record will be in the Nurse's Office.
- d. The Discipline Record will be under file in the administrator's office at the elementary level and in the MMS system at the middle school and high school levels.

Parents, legal guardians and students have the right to:

- a. Inspect any and all education records pertaining to this child.
- b. Inspect the part of a school record that directly pertains to their children (self) when more than one child is included in the information.
- c. Call for a hearing to challenge the accuracy of the contents of the student's educational records.
- d. Consent to or reject in writing the release of records.

For the purposes of this policy, Educational Records are defined as:

"all material that is incorporated into each student's cumulative folder and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to identifying data, academic work, achievement level, attendance data, test scores, health data and verified reports of serious or recurrent behavior patterns."

Any person wishing to see or to receive a copy of their educational records should contact the school. The school must provide a copy of the school records within ten (10) days.

Further information, including information on the filing of complaints, can be obtained from the United States Department of Education "Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, D.C. 20202-4605; or via email at FERPA@ED.Gov.

Any parent or guardian can ask for a review of student records. Custodial and non-custodial parents have the right to inspect educational records. Family Educational Rights and Privacy Act rights are given to both parents. The school may ask for proper parent or guardian identification. The school may assume that a parent has these rights unless there is contrary legal evidence.

References [Family Educational Rights and Privacy Act of 1974](#)

[RI Gen. Laws § 16-71-3](#)

[adopted 1/9/02]

INSTRUCTION

P3-6.10 Missing Persons

The school district shall employ the following procedures when receiving a written request for information on missing persons:

- a. School personnel receiving the request shall immediately notify his or her superior.
- b. The superior shall notify the building principal who shall immediately notify the local police or the missing children information center (RI State Police).
- c. The school shall retain the original written request.

The school district shall employ the following procedures when receiving a missing person request by someone in person:

- a. School personnel receiving request shall immediately notify his or her superior.
- b. School personnel shall note the physical description of the person making the request.
- c. The local police or the missing children information center (RI State Police) shall be immediately notified.
- d. School personnel shall require the person making the request to fill out a form indicating: name, address, telephone, social security number, relationship to missing person. These forms will be provided at each school.

References: [RI Gen. Laws § 42-28.8-7](#)

[adopted 1/9/02]

INSTRUCTION

P3-6.11 Promotions, Retentions, Accelerations.

(Grades 1-5) Students who have achieved grade level expectations and/or are successfully using strategies that were introduced by a teacher or teachers of records shall be promoted to the next higher grade at the end of the school year. Students who have not achieved grade level expectations and are not successfully using strategies introduced by a teacher specialist may be referred to a summer enrichment program (s) to develop and implement successful strategies under the guidance of a specialist. If a student successfully completes their program, the student may be promoted to the next higher grade. If a student does not attend or does not successfully complete a Summer Program, they may be recommended to repeat the grade and receive specialized support from teachers. If a student will benefit by repeating a grade to explore, use, and fine-tune strategies, retention shall be for one year only through a consensual meeting of the parents/guardians, the teacher(s), support staff, and the building principal. If a student will benefit by skipping a grade, such acceleration is permissible utilizing the same consensual procedure.

[amended and adopted 8/10/05]

[Revised and amended 5-10-06]

P3.11.1 Promotions, Retentions, Accelerations. - WACTC

Students who fail a course the WACTC facility may not repeat such course. However, upon recommendation by the Director a new course may be selected for study.

P3-6.12 Graduation. Diplomas shall be granted to students who have completed the requirements for graduation as established in the curriculum approved by the School Committee. Certificates shall be granted to students who have successfully completed the requirements of a course at the Woonsocket Area Vocational-Technical Facility.

INSTRUCTION

P3-7 Instructional Materials.

P3-7.1 Textbooks.

a. The Woonsocket School District shall provide a diversity of instructional materials for the classroom and for individual use in order to meet the following objectives:

1. To provide materials that enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served.
2. To provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
3. To provide materials on opposing sides of controversial issues so that young citizens may, under guidance, develop the practice of critical reading and thinking.
4. To provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
5. To locate equipment as close to the student and teacher as is economically feasible, and in sufficient quantity so as to be easily available.
6. To provide instructional materials in sufficient variety, quantity and quality to effectively implement the instructional program.

b. The selection of textbooks and supplies as determined by the budget shall be the responsibility of the Superintendent. He/she shall consider recommendations of staff members on the appropriateness of particular items to the specific program.

c. Change in school books

(See G.L. 16-23-1).

INSTRUCTION

P3-7.2 Library and Media Center. The School Committee shall be responsible for school libraries.

a. Librarians, with the cooperation and suggestions of teachers and students, shall make the decisions in the selection of books and materials.

If adverse criticism should arise in connection with any of these materials, the matter will be handled as follows:

1. The Citizen's Request for Reconsideration of a Book" form must be completed and signed by the person making the complaint so that proper identification and reply may be made.
2. The written statement, expressing the objection, shall be submitted first to either the librarian or the teacher and/or the principal of the school.
3. The problem will be referred to the proper supervisor. In the case of library materials, referral shall be to the media coordinator.
4. The supervisor will in turn notify the Superintendent and the School Committee.

b. A Media center should be established in each library as a resource center of instructional materials to help students in the use of library materials and facilities. The media center should provide materials for reference use, for use in connection with class work, and for personal enjoyment and satisfaction without relation to assignments. It should provide a wide variety of books, pamphlets and periodicals adapted to the reading interest of students, and professional publications for use by staff members. In addition to reading materials, the media collection should include audiovisual materials.

c. The chief librarian shall be the coordinator of media services and be responsible for the management of the program.

INSTRUCTION

P3-7.3 Instructional Aids for Special Areas.

a. **Arts and Crafts Supplies.** General school supplies and art materials shall be furnished by the school district. In craft and project classes, the materials may be furnished by the students.

b. **Physical Education Supplies.** The school district shall provide physical education supplies and equipment, and students shall provide laundry service for their personal physical education apparel.

c. **Musical Instruments.** The school district shall provide the necessary musical instruments to accompany vocal and general music classes. The school district shall purchase the large or expensive band musical instruments, and individual students may rent or purchase the remaining band instruments.

- d. Vocational Programs.** Materials used in developing basic skills required as part of a vocational program shall be provided by the school department. Projects constructed for student use shall be paid for by the student.

P3-7.4 Selection of Materials; Procedure for Review. We affirm the "Freedom to Read" statement, the "Library Bill of Rights" of the American Library Association, and the "School Library Bill of Rights" of the American Association of School Libraries as the guiding policy for the selection of materials in the Woonsocket School System.

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:

- a. Literary quality.
- b. Excellence in format
- c. Authenticity.
- d. Timeliness or permanence.
- e. Reading levels.

Acceptance of gifts and/or weeding and discarding of materials shall be considered in the same manner as above.

INSTRUCTION

P3-8 Instructional Services.

P3-8.1 Guidance. The guidance program shall be an integral part of the school program and shall provide for:

- a. Individual and group counseling.
- b. An effective testing program.
- c. Scheduling of students.
- d. Orientation of new students.
- e. The collection and dissemination of data and information, curricula, scholastic achievement, higher education and vocations.
- f. Student job placement.
- g. In-service training that concerns counseling and guidance.

P3-8.2 Reading Program. Opportunities for both remedial and developmental reading shall be provided. In addition, the reading program shall provide for diagnosis

and testing of students, a reading guide for different grade levels, assisting teachers with special materials to meet specific weaknesses and arranging needed conferences with teachers.

P3-8.3 Speech Therapy. Each child entering kindergarten shall receive a speech/language screening through the Child Find Program. Such screening may result in an individual evaluation by a speech therapist to determine eligibility for service. Any child enrolled in the school system may be referred for such service through the M.D.T. process.

P3-8.4 Tutoring. No student shall be certified for credit in a subject unless the student has received prior permission from the principal and/or the appropriate department head to be tutored in a specific course. The student must also pass an examination given by a teacher of that subject. The examiner shall be a teacher other than the one tutoring and a regular classroom teacher of that subject.

P3-8.5 Home Instruction. The Woonsocket School Committee acknowledges the rights of parents to educate their children at home or elsewhere subject, however, to approval in advance. The School Committee hereby designates the Superintendent and/or his designee as its agent to approve or disapprove parents' requests for conducting such home education (see Sections 16-19-1 and 16-19-2 of the RI General Laws). The School Committee wishes to ensure its cooperation with parents who may choose to educate children at home so that the best interests of children will be served. In reviewing such requests, the parties will adhere to the following procedures:

1. Parent(s) seeking approval for home instruction shall:
 - a. Provide notification in writing of intent to educate the child at home to the Office of the Superintendent of Schools as explained in the Guidelines For Home Based Instruction.
 - b. Indicate in their letter of intent if they wish to have their child(ren) participate in standardized testing.
 - c. Provide a complete list of all materials to be used for the home instruction of the child.
 - d. Provide an evaluation of the child's progress in every subject area. This evaluation will take the form of the progress reports submitted under procedures outlined in the Home Schooling Guidelines.
 - e. Be provided an opportunity for a hearing with the Superintendent and/or Be provided an opportunity for a hearing with the Superintendent and/or his designee at which time the parent(s) shall explain the plan and answer questions about it his designee at which time the parent(s) shall explain the plan and answer questions about it
2. The overall standard to be used by the Superintendent and/or his designee in deciding to approve or disapprove the plan is whether or not the instruction is equal in thoroughness and efficiency, and in the progress made herein, to that, which would be achieved in the public schools.

The Superintendent and/or his designee will consider, but is not limited to the following factors in evaluating a proposed home education program:

- a. The competency of the teacher/parent to teach their children and their willingness to do so diligently, consistently, and in good faith. This competency will not be predicated on the educational background of said individual.
 - b. Records of pupil attendance will be required.
 - c. The adequacy of the texts, materials, and subject matter will be covered.
 - d. The availability of records or portfolios of accomplishments of the child's educational activities.
 - e. Evidence of periodic progress consistent with the individual plan of each child as outlined in the Guidelines For Home Based Instruction, Section B.
3. The following approval by the Superintendent, and/or his designee, these additional procedures shall be observed by the parents providing home instruction:
- a. The parent(s) or guardian may request, in writing, any of the following for their child at any time:
 - Participation in the State's standardized testing program.
 - Request for textbooks or materials to supplement the home instruction program.
 - Participation in scheduled curricular areas based on seat availability.
4. Any home instruction plan must be approved annually if the student is to continue in a home study program for more than one school year.

[amended 8/20/00]

INSTRUCTION

P3-9 Values/Character Education

P3-9.1 Philosophy. The Woonsocket Education Department believes that a Values Education and Ethical Behavior Program should be utilized to reinforce our traditional adherence and devotion to high standard of moral and ethical conduct in personal and public life.

The Education Department takes the view that the public schools are appropriate, indeed necessary, institutions in a democratic society for defining and encouraging character and citizenship values; and recognizes that while schools cannot supplant the role played by the family and religion in values education, they can reinforce positive

attitudes and behavior, promote self-esteem and counteract negative influences on students.

The Education Department believes that it has the responsibility of introducing to our students certain principles fundamental to the continuation of a free society, which cannot survive unless the values upon which it is grounded are fully comprehended and practiced by each succeeding generation.

P3-9.2 Character Education Defined. Character education is education in virtue with enthusiasm. It is the teaching of values and of conduct that produces behavior necessary for the orderly functioning of a humane and democratic society.

P3-9.3 Curriculum. Character education within the total curriculum will lead to the development of the individual as a literate, critical thinking, responsible, moral person, ready to take a place in a free society; and therefore, the Department mandates the infusion of a values/character education program in the curriculum for all grades in the public school system.

CHAPTER IV STUDENTS AND STUDENT SERVICES

P4-1 Admission.

P4-1.1 Age. No child shall be entered in a September kindergarten for the first time unless he/she has already attained the age of five years or unless he/she will be five years of age on or before December 31 of the school year. To be eligible for enrollment in grade 1 in September of 1990, a child must have completed a state recognized or accredited kindergarten program; therefore, the child should enroll in kindergarten in September of 1989. This legislation was enacted in 1988, which makes kindergarten attendance mandatory, effective September of 1989.

[G.L.16-2-27;16-2-28]

P4-1.1A Adults Attending Regular Day School Classes. No adult shall attend regular classes in any school in the City of Woonsocket with students under twenty-one years of age.

[adopted 2/24/94]

P4-1.2 Immunization and Tests

a. As a prerequisite for attending the Woonsocket Schools, all students shall be immunized to diphtheria, whooping cough, tetanus, polio, measles, and German measles. Proof of immunity shall be required. Students shall be exempt from any one or all immunization requirements for the following reasons:

1. If a certificate from a physician is presented stating that the student is unfit to receive the immunizing treatment or that evidence exists that the student is immune, provided approval of the exception is given by the school medical inspector.

2. If an affidavit is signed by the student's parents or legal guardian stating that such immunization interferes with the free exercise of their religious principles.

b. All students in kindergarten and all new admissions, who come without a record of a previous test for tuberculosis, shall be tested as early as possible in the school year to determine the presence of active or communicable tuberculosis.

Students in educable, trainable or other special classes shall be tested every four years.

Students who react to the test shall be given an X-ray examination of the chest or Mantoux test. If suspicion exists of active tuberculosis, the student shall be required to submit to appropriate tests to determine the communicability of the infection.

[G.L. 16-38-2 in part]

STUDENTS AND STUDENT SERVICES

P4-1.3 Nonresident Tuition. No pupil who is a nonresident of the city shall be admitted into any school, except upon payment of such tuition fees as shall be fixed from time to time by the Committee. The tuition fee shall be payable each term in advance. The tuition fee shall be based upon the anticipated cost per pupil for the preceding year in question, and any increase or decrease in the cost per pupil shall be adjusted at the end of the school year.

P4-1.4 Assignment; Transfer.

The School Committee of the City of Woonsocket shall establish a district for each school, and each pupil shall be assigned to and be required to attend the school located in the district where such pupil has his or her legal residence, unless transferred by the Superintendent of Schools. Prior to registration and at other times as requested, parent(s) / guardian(s) will be required to validate their residency. Such validation may include utility bills and/or leases dated no earlier than two months prior to the request. Said documentation must be presented to the appropriate building principal within two weeks of such request. Failure to comply with this request may result in jeopardizing a student's current district placement.

Kindergarten classes shall be filled on a neighborhood basis. The Superintendent of Schools may grant or deny the transfer of any pupil for any reason or reasons that he/she deems to be in the best interest of the pupil and the school system.

[amended 11/19/03]

The grade status of a student transferring from another school shall be recognized, and no student shall qualify for a higher grade unless a placement test is given which qualifies him/her for such higher grade.

In those instances in which a student is registered for elementary school but there is not sufficient room or a specialized program required by law is not offered in that building, the Superintendent may assign such student to another school.

If a student changes residence within the school year to another part of the City, which is not within the same school boundary, the student will be required to change schools. When practical, the move should take place at the end of a marking period. Should there be no room available for the student at the new school, the student will be allowed to remain in his/her original placement. Should there be more than one student in the family

and room is not available for each of them, they shall remain as a family unit in their original placements until such time as the family unit can transfer. In the above cases, the Administration will be responsible for student transportation.

ASSIGNMENTS BASED ON PARENTAL REQUESTS

Parental requests for a change of school must be in writing. Consideration of parent requests will be made only at the same time as overages are addressed. Requests will be accepted but neither approved nor acted upon until such time as principals have collectively reviewed and agreed upon student transfers. Students in an overflow situation should not be identified prior to the decision of the Administration.

Students transferred to another school based on a parent request shall not be provided bus transportation. If a bus is later added to service the requested school, transportation may be provided on a space available basis only. Such bus shall not be rerouted to accommodate a special request transfer. [adopted 11/19/03]

ASSIGNMENTS BASED ON OVERFLOW

In addressing overflow situations, students already riding a bus should be considered first. When practical, students should be selected by neighborhood. Keeping siblings together is a priority. A parent should not be placed in a position of having siblings in different schools. Students who are transferred to a different school as a result of an overflow situation in a prior year shall return to their neighborhood school the following year. Should an overflow again occur in the grade of that particular child, the child shall not be moved unless it is back to their original transfer school. The district should strive for stability in school assignments. [adopted 11/19/03]

STUDENTS AND STUDENT SERVICES

ASSIGNMENTS BASED ON PARENTAL REQUESTS (continued)

P4-1.5 Out-of-District Assignment, Transfer.

Upon receipt of a written request of a parent or guardian, a student may be allowed to attend a school outside the district of his/her legal residence, with the approval of the Superintendent, or his/her designee. Requests for continuation of a special request must be made annually in writing. Woonsocket shall not be required to pay tuition for a student who exercises the option. Nothing in this section shall be construed to diminish the rights of any person covered by the McKinney Homeless Assistance Act (P.L. 105-220), 42 U.S.C. § 11431 et. seq. [amended 4-13-05]

When a student changes his/her residence during the course of a semester the student shall be allowed to complete the semester in Woonsocket. If the student is a senior or about to enter his/her senior year, the student shall be allowed to complete his/her senior year in Woonsocket. The district shall not be required to provide transportation to a student exercising these options. Woonsocket shall not require a student to exercise these options. Permission to remain a student in Woonsocket beyond one semester is dependent on the student maintaining exemplary attendance and

behavior. Special program needs or enrollment overages may warrant a tuition assessment. [amended 4-13-05]

Transfer will not be allowed unless it's clear that class size will not exceed existing agreements and that such move will be in the best interests of the student.

Under this policy, in no instance will a student be assigned to a classroom that exceeds the class size agreements. [adopted January 28, 1998]
[amended April 13-2005]

Legal Reference: 16-64-8 Completion of semester of school year.

When a student changes his or her residence during the course of a semester the student shall be allowed to complete the semester in his or her original city or town of residence. If the student is a senior or about to enter his or her senior year the student shall be allowed to complete his or her senior year in his or her original city or town of residence. No school district shall be required to provide transportation to a student exercising the option permitted by this section. No school district shall require a student to exercise the option allowed in this section. No school district shall be required to pay tuition for a student who exercises the option allowed in this section. Nothing in this section shall be construed to diminish the rights of any person covered by the McKinney Homeless Assistance Act (P.L. 105-220), 42 U.S.C. § 11431 et seq.

P4-2 Attendance. (Refer to Policy P4-15.1)

STUDENTS AND STUDENT SERVICES

P4-2D Awards

Athletic Awards - To recognize championship athletic teams at various levels of competition, the following will apply:

League Championship	\$200
State Championship	\$500

For sports where individuals enter competition, such as track, on the regional or national level, an award of \$200 would be granted to cover the cost of entering such competition. [adopted 2/11/87]

P4-3 Conduct and Discipline Other Than Exclusion of Student from School.

P4-3.1 Behavioral Guide. There are certain rights that are shared by all who are involved with the Woonsocket School Department. Students, parents/guardians, staff members, teachers and administrators have the right to be treated respectfully by one another. In addition, all who are involved with the Woonsocket Public Schools have a right to a safe, orderly environment in which to work, learn, or entrust their children. With this in mind, it is the fundamental goal of the School Department to promote positive, constructive student behavior. Disciplinary action when taken, is designed to create behavioral change, to set limits and consequences, and to protect the school community. There is a broad array of support services for students with behavior problems that should

be used to encourage pro-social behavior. Teachers, parents, counselors, community agencies, special services people and others where available and pertinent, are enlisted in order to effect positive behavior.

[amended 9/13/00]

a. Interpretation of Guidelines. The principles or guidelines for dealing with student disciplinary problems are to be interpreted to allow building administrators the flexibility to deal with individual problems with some degree of latitude, within the constraints of school department regulations. This discretionary flexibility of guideline interpretation does not apply to sections P4-4.2, section g, where guidelines are well defined and not subject to interpretation.

b. Utilization of School Resources. Building administrators shall utilize all of their school resources to resolve disciplinary problems internally before making outside referrals or before seeking the suspension penalty, except in those cases where suspension may be mandated as automatic. Each school building shall create, as a subcommittee of its School Improvement Team, a Student Discipline Committee.

[amended 7/15/98]

c. Goals. Major goals of any procedures used to cope with offenses should be to provide justice for all parties and to return disciplined students to the school setting.

d. Repeated Offenses. In those situations of persistent or repeated offenses by students, building administrators should work with the appropriate professional staff to develop in-school and out of school alternatives more suited to their needs.

e. Exclusion from Class and Readmission. A teacher may exclude from his or her class a pupil who, in the teacher's opinion, is causing serious disruption to the academic process. The student is to be immediately referred to the building administrator or his/her designee if said administrator is not available.

Upon exclusion from a classroom, a teacher shall send the pupil to the designated area. 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. A pupil shall be readmitted to the classroom after remedial action has been taken and as a result of a conference, which may include the principal or assistant principal, and a parent or guardian. The teacher may be present at the aforementioned conference. The teacher shall be informed about the results of the conference and adjustments.

STUDENTS AND STUDENT SERVICES

P4-3.2 Substance Abuse. It shall be the policy of the School Committee to discover and deter the illegal sale and use of narcotics, alcohol, hallucinogenics and other controlled substances by or to students, teachers, and employees of the Woonsocket Education Department, and to cooperate fully with law enforcement agencies of the municipal, state, and federal governments for that purpose.

Any organization renting or using facilities under the supervision of the Woonsocket Education Department is prohibited from using, serving, or consuming alcoholic beverages and/or using illegal drugs on school property.

[amended 2/27/02]

P4-3.2(a) Discipline and Intervention for Substance Abuse Use

Prohibited Activities – Use, possession, sale or supply of alcohol, or other drugs, or intoxicating substances, or counterfeit drugs, or drug paraphernalia.

When Applicable - This policy shall apply to every person while on school property, and/or while attending school functions.

STUDENTS AND STUDENT SERVICES

Penalties and Intervention:

a. If a student is suspected of being under the influence of alcohol or other drugs or intoxicating substances.

1. First Incidence

The student is brought to the school nurse and/or school administrator for examination and evaluation.

If it appears that the student is "under the influence" the parent or guardian is called to pick up the student.

The student may be suspended for a period of time not exceeding three (3) days at the high School/five (5) days at the middle school.

The case is referred to the Student Assistance Counselor or a member of the Crisis Intervention Team who then arranges for one to three required sessions with the student to determine the cause and circumstances of the substance use and to offer counseling, referral, and/or other services. The parent or guardian of the student will be contacted by the Student Assistance Counselor or member of the Crisis Intervention Team.

[amended 7/5/98]

2. **Subsequent Incidences** - The same procedures are followed as for the first incident except:

The student is suspended for a period of time not exceeding ten days.

The Student Assistance Counselor or member of the Crisis Intervention Team contacts the parent or guardian for a conference and/or referral to other agencies or services.

b. If in possession of alcohol, other drugs, or intoxicating substances.

1. First Incidence

The student is brought to a school administrator who conducts an investigation. If the student is found to be "in possession":

- a) The police will be summoned for assistance.
- b) The parent(s)/guardian(s) of the student will be notified.
- c) The student will be suspended for a period of time not to exceed three (3) days at the high school and five (5) days at the middle school.
- d) The case is referred to the Student Assistance Counselor or a member of the Crisis Intervention Team who then arranges for one to three required sessions with the student to determine the cause and circumstances of the substance possession and to offer counseling, referral, and/or other services. The parent or guardian of the student may be contacted by the Student Assistance Counselor or member of the Crisis Intervention Team.

2. Subsequent Incidences:

- a) The police will be summoned for assistance.
- b) The parent(s)/guardian(s) of the student will be notified.
- c) The student is suspended until a hearing before the School Committee is held for possible expulsion.
- d) The Student Assistance Counselor or member of the Crisis Intervention Team contacts the parent or guardian for a conference and/or referral to other agencies or services.

c. If selling or supplying alcohol or other drugs or intoxicating substances.

1. First Incidence

- a) The police are summoned for assistance.
- b) The student is brought to a school administrator who conducts an investigation. If the student is found to be "selling or supplying", the student is suspended until a hearing before the School Committee is held for possible expulsion.
- c) The case is referred to the Student Assistance Counselor or a member of the Crisis Intervention Team who then arranges for one to three required sessions with the student to determine the cause and circumstances of the substance selling or supplying and to offer counseling, referral, and/or other services. The parent or guardian of the student may be contacted by the Student Assistance Counselor or member of the Crisis Intervention Team.

2. Subsequent Incidences - The same procedures are followed as for the first incident except:

- a) The student may be expelled.
- b) The student Assistance Counselor or member of the Crisis Intervention Team contacts the parent or guardian for a conference and/or referral to other agencies or services.

ANY COMBINATION OF DRUG RELATED OFFENSES IN ONE SCHOOL YEAR WILL BE CONSIDERED A SUBSEQUENT INCIDENT OF THE MORE SERIOUS VIOLATION.

[amended 2/27/02]

P4-3.3 Rehabilitation and Homework. In each situation where a student is placed on probation or suspended, school authorities shall make every effort to see that the offending student is involved in appropriate rehabilitation experiences. The school shall attempt to arrange for the psychological or social services appropriate to the student. The school shall continue to work closely with authorities and institutions in the community particularly concerned with juveniles to seek their advice and assistance in dealing with student offenders or possible offenders. A pupil, when suspended, may get desired homework as soon as feasible by prior arrangements with the principal. Students suspended may, at the direction of the Superintendent, and/or his designee, be provided with a homebound teacher.

P4-3.4 Corporal Punishment.

No person employed or engaged in work in a school in the Woonsocket School District shall inflict or cause to be inflicted corporal punishment on a student thereof. However, any such person may, within the scope of his employment, use and apply such force as reasonable and necessary for the following:

1. To quell a disturbance threatening physical injury to others.
2. To obtain possession of weapons or other dangerous objects on the person or within the control of a student.
3. For the purpose of self-defense.
4. For the protection of persons or property.
5. Other conditions requiring the restraint and/or removal of a student.

Any restraints tactics used shall only be used in accordance with the most recent Physical Restraint regulations issued by the Rhode Island Department of Elementary and Secondary Education. (amended 7/22/02).

P4-3.5 Police Investigation. In cases where a representative of the local, county, state or federal police is investigating a complaint, not at the request of the school administration, in which students may be involved, the following shall apply:

- a. No student shall be released to police custody unless a warrant has been presented. When an interrogation takes place the student will be escorted by an administrator or staff member to an administrative area. [amended 7/15/98]
- b. A member of the school staff shall be present throughout the entire interrogation on school premises.
- c. Interrogation of students by police on school premises shall be avoided whenever possible.
- d. The school administrator shall be responsible for notifying parents of a student's arrest or interrogation.

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P4-3.6 Graffiti School Property: Any student who writes graffiti or causes any damage to school walls, furniture, floors, books, school articles or buildings, shall face disciplinary action.

The student shall make monetary restitution for damages or do community service in the school building to repair the damage. Parents shall be encouraged to let the student incur the financial responsibility for restitution.

Any student who is found with a student writing graffiti as defined above will also face disciplinary action. [adopted 3/24/93]

P4-3.7 Other Discipline. For a minor infraction where suspension or expulsion is not warranted a student may be given detention, school or community service. Such sanctions will be supervised by a school staff member. No student shall for any cause be detained after school for more than 30 minutes at the Elementary Level, 40 minutes at the Middle School Level, and 80 minutes at the Senior High Level.

Parents shall be notified by telephone prior to normal closing of school regardless of the length of detention given to student. If a situation prevents a student from serving detention on the day of the infraction, 24-hour notice shall be provided to parent(s) and student.

Woonsocket students assigned detention by staff of the Woonsocket Area Vocational-Technical Facility shall serve the detention at Woonsocket High School.

Any student found to be in violation of the Woonsocket School Code or Student Handbook can be assigned community service as a form of discipline. [amended 7/15/98]

P4-3.8 School Lockers and Desks. The school locker and desk is the property of the school district and is at all times under the control and supervision of the school administration. Each student is expected to use only the locker assigned for his/her convenience and to keep it in good order and to use it for lawful purposes. Students are to provide the school administration with a copy of his/her combination or key when using a personal lock. A student's locker and its contents, his/her desk and person may be searched, however, without his/her consent by school authorities for reasonable cause.

P4-3.9 No form of electronic communication will be allowed on school grounds or at any school related function, i.e., cellular phones and beepers.

No form of electronic communication will be allowed on the Woonsocket Area Vocational-Technical Facility grounds or at any school related function, i.e., cellular phones and beepers.

STUDENTS AND STUDENT SERVICES

Students found in possession of electronic communication devices will be subject to the following sanctions:

1ST Offense – Detention and confiscation for the day and parental notification.

2nd Offense - Woonsocket High School – assigned up to 3 days I.S.S.
Middle School – assigned up to 3 days I.S.S.
Electronic item confiscated and returned only to parent.
Elementary – parent conference

3rd Offense - one-day school suspension

4th Offense - Up to 5 days suspension and an expulsion hearing.

[amended 7/15/98]

P4-3A POLICY AND PROCEDURE FOR SMOKE FREE ENVIRONMENT

P4-3A.1 Purpose. The Woonsocket School Committee is committed to ensuring a healthy atmosphere in which to learn, teach and work. This can be achieved only through continuous efforts to protect non-smokers and to promote the health benefits of a tobacco free life.

P4-3A.2 Philosophy. The Woonsocket School Committee recognizes that the use of tobacco has been known to be detrimental to good health, and that the education of children occurs not only by textbooks and teachers, but also through many processes including modeling. Therefore, the following is adopted.

P4-3A.3 Policy.

1. Effective upon passage, the use of any substance or item which contains tobacco, including but not limited to cigarettes, cigars, pipes, or other smoking tobacco, or snuff or smokeless tobacco anywhere on school property at any time of the day or night by all people who utilize Woonsocket school property is prohibited. This policy also prohibits tobacco use at all school events regardless of location.
2. Having in one's possession a lighted cigarette, cigar, pipe or other substance or item containing tobacco is also prohibited.
3. State law prohibits tobacco product use in all outside areas within twenty-five (25) feet of any school building.

STUDENTS AND STUDENT SERVICES

P4-3A.4 Enforcement

1. STUDENTS: Elementary/Middle School

- a. Students violating this policy, for the first time, will receive one detention and the Administration shall provide written notification to the student's parent(s), guardian(s), or custodian(s).

- b. A second offense will result in two detentions and the rest of the day in in-school suspension or alternate administrative assignment with a letter sent home to the parents, guardians or custodians to be signed and returned to the principal.
- c. A third offense will result in a three detentions, the rest of the day plus one full day of in-school suspension and a parent hearing before the school principal.
- d. A fourth offense will result in a one day school suspension and mandatory enrollment in a smoking cessation program.

2. **Students – High School**

- a. Students violating this policy, for the first time, will receive three hours of detention and the Administration shall provide written notification to the student's parent(s), guardian(s), or custodian(s).
- b. A second offense will result in the student serving in-school suspension or alternate administrative assignment with a letter sent home to the parents, guardians or custodians to be signed and returned to the principal.
- c. A third offense will result in one day school suspension and mandatory enrollment in a smoking cessation program to be held after school hours. The offender may be responsible for all costs associated with this program.

3. **Staff**

- a. First Offense – An administrator shall inform the staff person in writing on the School Committee Policy and Procedure for a Smoke-Free Environment.
- b. Second Offense – For inclusion in the employee's personnel file, a written reprimand, will be given by the principal or supervisor, which shall also include a request that the staff member participate in a smoking cessation program.
 - a. Third Offense – The principal or supervisor will report the repeated violations to the Superintendent of Schools and the bargaining unit representing the staff member. The staff member will be subject to disciplinary action as delineated by the Superintendent with notice to the bargaining unit. A written report of any disciplinary action will be given to each member of the School Committee. Said disciplinary action will include mandatory attendance at a smoking cessation program which may occur at the staff member's expense. If necessary further action up to and including termination may occur.

4. **Visitors:**

Visitors who are observed smoking or using tobacco products on school property will be informed of the "Smoking Restrictions in Schools Act" and will be asked to refrain from smoking or using tobacco products. If the individual fails to comply with the request, he/she shall be referred to an administrator for the area in which the violation occurred. The administrator will make a decision on further action,

which may include a directive to leave the school property. Repeated violations may result in a recommendation to the Superintendent to prohibit the individual from entering the building or other school property for a specified period of time or permanently.

5. Penalties:

State law (23-20-6.2) provides for fines of not less than \$50.00 nor more than \$500.00 per day which shall be assessed and recovered in a civil action brought by the attorney general in any court of competent jurisdiction.

P4-3A.5 Dissemination. This policy shall be posted in conspicuous places in each Woonsocket School Building.

A summary of this policy shall be included in staff handbooks and in student handbooks.

Information relating to Smoking Cessation programs for all employees and students who smoke shall be posted in each school building in the district.

[amended 7/15/98]

STUDENTS AND STUDENT SERVICES

P4-3B Sexual Harassment (See Policy P2-20)

P4-4 Disciplinary Exclusions of Students from School.

P4-4.1 Authority to Suspend. The Superintendent of Schools, the principals of the various schools within the Woonsocket Education Department and the School Committee may suspend a student from required attendance for ten days, five days at Woonsocket High School or less for the causes enumerated and in the manner provided for hereafter.

[amended 8-10/05]

P4-4.2 Misconduct Constituting Grounds for Suspension. A student may be suspended from school for conduct, which shall include any of the following:

- a. Assaulting, or threatening to assault, another student, a teacher, any other person having authority over the student, or any employee of the Woonsocket Education Department. Victims of assault will be encouraged to file criminal charges.
- b. Taking, or attempting to take, or threatening to take personal property or money from another student, from a teacher, or from any employee of the Woonsocket Education Department.
- c. Causing or attempting to cause damage to school property, or to property of another student, a teacher or any employee of the Woonsocket Education Department.

- d. Continued and willful disobedience, or open defiance of, the authority of any teacher or any person having authority over the student, or the habitual use of profanity or obscene language.
- e. Being under the influence of, or bringing or causing to be brought, or selling alcoholic beverages, or any drug, narcotic, hallucinogenic, or controlled substance, the possession of which is illegal, upon any school building or grounds or to any school-related function.
[amended 7/15/98]
- f. Possessing a knife, gun, or other weapon in any school building or on any school grounds or at any school related function will result in an immediate suspension and police will be notified immediately. A disciplinary hearing before the District Hearing Officer will be held for possible placement in an Alternative Educational setting for up to one year. Any exception on the part of a building administrator will require that said individual file a form P-410E.
[amended 8/10/05]

STUDENTS AND STUDENT SERVICES

P4-4.2 Misconduct Constituting Grounds for Suspension.(continued)

Students possessing a knife, gun, or other weapon while at the Woonsocket Area Vocational-Technical Facility, or on the school grounds, or at any school related function will result in an immediate suspension. A hearing will take place before the Woonsocket Hearing officer for possible placement in an Alternative Educational setting for up to one year.
[adopted 6/9/93]
[amended 8/10/05]

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, Dirk, lock-blade, hunting pen, pocket, switch-blade, 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 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 gives 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 buses, and school bus stops.
[adopted 10/27/93]

- g. Participating in the unauthorized occupancy of any school or other building or grounds owned by the Woonsocket Education Department. Criminal charges of trespassing may also be filed.
[amended 7/15/98]
- h. Conduct that poses a continuing danger to persons or property upon any school building, grounds, or other building owned by the Woonsocket Education Department.

- i. Conduct which poses an ongoing threat of disrupting the academic process, including, without limitation, improper dress or grooming.
- j. Violation of any rule or regulation set forth in the student handbook then in effect at the student's school. Such handbook is hereby incorporated as a part of these regulations and should be read by each student.
- k. Other conduct justifying suspension.

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE WOONSOCKET POLICE DEPARTMENT
AND
THE WOONSOCKET SCHOOL DEPARTMENT

This document represents an agreement between the Woonsocket Police Department and the Woonsocket School Department to engage in cooperative efforts aimed at the reduction and eventual elimination of violence in schools. It is only through this cooperation that we may restore safety in our schools and promote a secure learning environment. This effort has been supported and will be monitored by the Attorney General's Task Force against violence in schools. This agreement is designed to be a guide to help direct school and police interventions in the mutual goal of creating safe schools.

In order to ensure success, the parties to this memorandum include superintendents, principals, teachers, school personnel, school bus drivers, local police, these parties agree that:

1. All school staff members are under obligation to report any and all incidents of the possession or use of weapons by any person on school grounds to the principal, or his/her designee and police immediately. (see definitions sheet)
2. All school staff members are under obligation to report any and all incidents of serious assaults on other persons or school staff to the principal, or his/her designee. Principal, or his/her designee, will determine whether an assault is so serious so as to constitute police involvement. Police will be notified by the principal, or his/her designee accordingly.
3. The principal, or his/her designee, will coordinate all procedures in these matters with police and will report said incidents to the superintendent or designee.
4. Upon a report of said incidents, the police department will conduct an investigation with school officials to determine what course of action will be taken. Parental permission must be given before the police can question the student.
5. Where appropriate police will pursue criminal action against said persons.
6. School staff members are expected to cooperate with prosecuting authorities as persons are charged with such offenses

7. The police department may notify school officials of arrests of persons made for the safety of the school population. Police may notify school officials the first school day following the incident.
8. Any suspicion of weapons or assault incidents must be reported to the principal, or his/her designee immediately. The principal, or his/her designee, shall report this information with the local police immediately when such suspicion presents a dangerous situation.
9. School administration and Law Enforcement will share such important information to prevent future violence.
10. The procedures contained in this Memorandum should be consistent with a zero tolerance for violence in schools.

This represents an agreement between law enforcement and School Officials to effectuate an open line of communication to better deal with and prosecute those persons who post a threat to the safety of students in schools.

Chief of Police _____

Superintendent _____

Principal _____

Juvenile Chief _____

[amended 1/10/01]

LAW ENFORCEMENT
AND
RHODE ISLAND SCHOOL SYSTEMS
UNIFORM WEAPONS SEIZURE REPORT

Log # _____ Date _____

Student's Name _____

Age _____ Date of Birth _____

Address: _____
(Street) (City/State/Zip Code)

Type of Weapon _____

Discovered/Seized By _____

Time/Date of Seizure of Weapon _____

Location of Seizure of Weapon _____

Disposition of Weapon/Date

Disposition of Student _____

Comments: _____

Principal's Signature _____

Date Reviewed _____ Reviewer _____

STUDENTS AND STUDENT SERVICES

P4-4.3 Procedure in the Event of Alleged Misconduct.

a. Suspension of Ten Days or Less. The Superintendent of Schools, the Principals, or the School Committee may suspend students for such time, as they shall determine not to exceed ten days for the causes enumerated above in subsection P4-4.2 and in accordance with the following procedures:

1. Prior to any suspension the student shall be given oral or written notice of the charges against him or her and the punishment that may be imposed.

2. If the student denies the charges, the student shall be given an explanation of the evidence possessed by the suspending authority.

3. The student shall be given the opportunity to present his or her side of the story. This hearing may be held within minutes after the alleged misconduct has occurred and should precede suspension except under the circumstances described in the following paragraph 4.

4. If notice and hearing prior to suspension are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice or hearing shall follow as soon as practicable. In any event a student who has not reached to age of 16 may not be sent home prior to the end of the school day. Exceptions to this are permissible at the parent(s) request and must be verified by a second staff member of the school. In all cases students can and shall be released to a parent/guardian who presents him/herself at the school to receive the student as the result of a disciplinary action.

5. In the event a student has not attained the age of majority, notice containing the reason for suspension and the duration thereof shall be given to the person in parental relation to the student. Such notice shall be given in the spoken language of the person in parental relation to the student, unless it is clearly not feasible to do so.

[amended 7/15/98]

STUDENTS AND STUDENT SERVICES

b. Suspensions of More Than Ten Days. The District Hearing officer and the School Principal may suspend students for such time as it shall determine in excess of ten days, 5 days at Woonsocket High School, for the causes enumerated above in subsection P4-4.2 in accordance with the following procedures: [amended 8/10/05]

1. Prior to any suspension or expulsion the student shall be given a clear, written statement of the charges against him or her and the punishment that may be imposed.

2. The student shall be given a discipline hearing within ten school days. Written notice will be set the time and place of such hearing. Said time and place to be reasonably set so as to allow sufficient time for preparation. [amended 8/10/05]

3. If notice and hearing prior to suspension or expulsion are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice or hearing shall follow as soon as practicable.

4. In the event a student has not attained the age of majority, the person in parental relation to the student shall be afforded the procedures stated in paragraphs b1, 2, and 3 above. Such notice shall be written in the spoken language of the person in parental relation to the student unless it is clearly not feasible to do so.

5. The student shall be afforded a hearing at which the student shall have the right to:

a. Representation and participation by counsel or some other adult representative, and,

b. Cross-examine witnesses and to present witnesses and evidence in his or her behalf.

5. A written follow-up report will be sent to the parent and the School committee outlining item(s) discussed, solutions proposed and any other pertinent information
[amended 8/10/05]

7. In all cases the student's education will be provided in an Alternative Educational setting whenever they are removed from the classroom for more than 10 days.
[amended 8/10/05]

STUDENTS AND STUDENT SERVICES

9. A written decision shall be rendered within a reasonable time, based exclusively on the record, detailing the reason and factual basis therefore.

10. The student shall promptly be provided with a copy of such decision.

11. A copy of the decision, together with the record, shall be promptly forwarded to the Commissioner of Education if there is an appeal.

P4-4.4 Reinstatement. Any student suspended from school may be reinstated on such conditions, as the suspending authority shall determine.

P4-4(a) Student With Disabilities Policy

Legal Aspects of Dealing with Students with Disabilities

The Woonsocket Education Department will follow the policies and procedures as follows:

Disciplinary procedures in accordance with the regulations of the Rhode Island Board of Regents for Elementary and Secondary Education are applicable to children with disabilities with the following exceptions:

- a. The Woonsocket Education Department has adopted a zero tolerance weapon policy regarding the possession and use of weapons in school. This policy applies to all students within the Woonsocket Public Schools, including students with disabilities. However, disabled students have special protections, afforded them by both federal and state regulations, against unilateral suspension by administrators, as well as, unilateral changes of placement. This does not mean that students with disabilities are condoned for violent acts. It mandates that certain processes and procedures must be followed to ensure these protections. This is further supported by the U. S. Supreme Court decision in Honig vs. Doe.

All students with Disabilities must be guaranteed a free appropriate public education (FAPE) regardless of incidents involved. Currently, there are a number of cases within the courts debating the necessity to educate students after specific incidents involving weapons and violence. Unless otherwise directed by the courts, the Woonsocket School Department is legally mandated by Federal and State Statutes to ensure that all students will be educated regardless of the incident involved. The placement decision as to where that education is offered is a special education team decision. Several options currently exist within the Woonsocket Public Schools and outside our school system. Home instruction, as the most restrictive of placements, is an alternative for students with disabilities as an interim placement, while other options are being explored.

[adopted 9/13/00]

b. Process and Procedures: Each student's case is unique and must be handled individually. However, there are four (4) consistent procedures in dealing with all disabled students:

1. No student who has been deemed eligible for special education services and, as a result of that eligibility determination has an Individualized Educational Plan (I.E.P.) may be suspended for more than 10 school days for the current school year. This would include students with special classes, those that receive resource services, and those that receive speech services only. It also involves any student within the referral process, whether they have been referred to the TQP&P (Team of Qualified Professionals and Parent) by the parent/guardian or a staff member. Until the student's referral has been rejected by the TQP&P or a determination has been made that the student is not eligible for special education, the following guidelines apply:
2. Students can be suspended for up to 10 school days without TPQ&P/IEP Team intervention. However, given the legal limit of ten (10) days for the entire school year, it is both advisable and wise to work closely with the Special Education Administrator assigned to your school on decisions involving the use of suspension and the duration of suspension.
3. By the tenth (10th) day of suspension, the TQP&P/I.E.P. Team must be convened to determine the relationship, if any, between the student's infraction and his/her disability and to conduct an I.E.P. review. It is advisable that such reviews take place before the 10th day of suspension, such as by Day Seven (7).

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P4-4(a) Student With Disabilities Policy (continued)

4. For incidents involving weapons, assaults, and serious acts of violence, the TQP&P/I.E.P. Team needs to be convened as soon after the incident as possible to determine the relationship, if any, between the student's infraction and his/her disability.

All need to be aware that the student's entire case must be reviewed, including the data from both past and current evaluation reports. If evaluations are not current, then they need to be updated. It is conceivable that specific information in the student's psychological profile may be critical in determining if the infraction was related to the student's disability. Therefore, a determination cannot be made on the disability label of the student alone. All information with the actual documented incident reports of the infraction need to be considered by the TQP&P/I.E.P. Team. The decision of the Team will be documented on the Manifestation Determination form.

[adopted 9/13/00]

- a) When an infraction is related to the student's disability:
If the TQP&P/I.E.P. Team determines that the student's action is RELATED to the student's disability, a decision will be made within the context of the I.E.P. review. Usually, a change in services or placement may occur and will be reviewed by the Special Education Director. However, before such a change is enacted, a new I.E.P. and functional behavioral assessment must be devised indicating the new goals/objectives for this student, the new placement for special education services, as well as, specific behavior intervention. Interim school placements need to be discussed with the Director of Special Education. This I.E.P. needs to be agreed upon by the parent/guardian/educational advocate. Procedural safeguards will be given to all parents/guardians/advocates and to students 18 years old and above who are involved in the Special Education process.
- b) When an infraction is not related to the student's disability:
If the Team concludes through its manifestation determination meeting that the student's infraction is not related to the disability, then the student can be disciplined, as are non-disabled pupils. However, the student must be provided FAPE (Free Appropriate Public Education). The student can be excluded through the School Committee procedures. However, the Special Education Department with the TQP&P/I.E.P. Team then determines an appropriate alternative placement for the student with the parent/guardian during the period of exclusion. This may involve a placement at the ALP or other alternative programs within the system or outside the district.
- c) The "Stay Put" Provision/the Jeffords Amendment.
Federal and State regulations mandate that, if the parent/guardian/educational advocate disagrees with the change of placement of the student, she/he may invoke the "Stay Put" provision which

orders that the student remain in his/her current placement until the dispute is resolved or a due process hearing decision orders otherwise.

The only exception, which currently exists, that circumvents the "Stay Put" rule is the Jeffords Amendment. At the present time, only in the cases of a student bearing a weapon, possessing and using illegal drugs or soliciting a sale of a controlled substance, does the School Department legally have a right to move a student with or without permission to an alternative setting for a period of 45 days. The alternative setting then becomes the "Stay Put" placement if a due process hearing is pursued by the parent/guardian. So far, at the present time, only situations involving weapons, drug use sale or possession allow for a change of placement without parent/guardian approval.

If the infraction is serious enough and the School Department believes that invoking the "Stay Put" rule by the parent/guardian is detrimental to both the student and his/her peers and staff, the School Department can then request a mediation or due process hearing to pursue the change in placement. This generally takes a great deal of time. Finally, if the School Department believes that this student would be a danger to himself, or others, while remaining in his/her current placement, the School Department will request an immediate injunction through the courts to disallow the student from attending school.

- d. Police Involvement: The procedures outlined above are followed even when the police are involved. Since I.E.P. services are mandated even in incarcerated facilities, a liaison from the Special Education Office works with the Training School on the receipt of I.E.P.'s, as well as, placement for those students upon release from the Training School.

It is important to realize that the protections that students with disabilities are entitled to are mandated by state and federal educational laws and not by federal or state criminal statute. Therefore, action by the police is separate and apart from school procedures.

- e. Emergency Removals from School: If school administrators determine that a student with a disability presents an immediate threat to himself/herself or to others, the student may be removed for the remainder of the school day regardless of the number of days of suspension the child had already accrued during that school year. Those students may warrant referral to the school's TQP&P/I.E.P. Team for an I.E.P. review and functional behavioral assessment. (R. I. Special Education Regulations, Sections 518 – 531)

[adopted 9/13/00]

STUDENTS AND STUDENT SERVICES

P4-4.5 Woonsocket Education Department Policy on the High School Diploma:

The Woonsocket Education Department will determine on an individual basis whether or not the student with a disability is able to meet the standards and other requirements for the high school diploma. The Woonsocket Education Department will make determinations of those modifications and accommodations to the regular program, which, if in place, will provide the student with a disability equal opportunity to attain the diploma. If the student with a disability meets the requirements for the diploma, it shall not differentiate, in course or program, from the diploma received by students who do not have disabilities. The Woonsocket Education Department will notify the parent(s) of students with disabilities in advance (at least eighteen (18) months prior to the projected date of graduation). If the successful completion of the I.E.P. will not result in the award of a diploma, so that the parent(s) will have the opportunity to seek review of this decision. According to State law, students with disabilities who have not met the requirements for the high school diploma may be awarded certificates of participation or certificates of attendance upon successful completion of the twelfth year of their particular program, or at a later time, and participate in graduation ceremonies to receive their certificates. These students with disabilities continue to be entitled to a free appropriate public school (FAPE) until they attain age 21, or such time as they receive the regular high school diploma. (R. I. Special Education Regulations, Part B, Sections 213 – 214).

[adopted 9/13/00]

P4-4.6 Woonsocket Education Department Policy on Student Participation in Rhode Island Department of Education Assessments:

It is the Woonsocket Education Department policy that students with disabilities be included in general State and district-wide assessment programs. Such participation will include accommodations and modifications in test administration for those in need as determined by the I.E.P. process. The Woonsocket Education Department will comply with Rhode Island Department of Education procedures relative to the participation of children with disabilities in alternate assessments for those students who can't participate in State and district-wide assessment programs.

The Woonsocket Education Department will publicly report as frequently as it does and in the same detail as it reports on the assessment of non-disabled students, the following information:

1. The number of children with disabilities participating in:
 - a) regular assessments
 - b) in alternate assessments
2. Performance results that are statistically sound and that are not identifiable to individual children:
 - a) on regular assessments
 - b) on alternate assessments

STUDENTS AND STUDENT SERVICES

P4-4.6 Woonsocket Education Department Policy on Student Participation in Rhode Island Department of Education Assessments: (continued)

Assessment result reports will include data combined in this fashion:

1. aggregated data that includes the performance of children with disabilities together with all other children; and
2. disaggregated data on the performance of students with disabilities (R. I. Special Education Regulations, Part B, Sections 213 – 214)

[adopted 9/13/00]

P4-4.7 Woonsocket Education Department Policy on the Child Outreach Program.

All children with disabilities who are residents of the City of Woonsocket, including children with disabilities attending private school, regardless of the severity of their disability, and who are in need of special education and related services will be identified, located and evaluated. The Woonsocket School Department, through the offices of the Special Education Director, will take an accounting of those children who are currently receiving needed special education and related services. The Woonsocket School department will seek to locate and identify children with disabilities who are highly mobile (such as migrant and homeless children), as well as, those children who are suspected of being a child with a disability even though, they are advancing from grade to grade.

The school department will maintain a census of disabled students identified within each disability category so that adequate information will be available to evaluate the effectiveness of these policies and procedures. The Special Education Department will maintain a description of the method involved in the eligibility determination of those children for special education and support services. All data collected under the Child Outreach census and eligibility determination processes are subject to the confidentiality requirements of the Rhode Island State Department of Education's Regulations for Children with Disabilities. (R. I. Special Education Regulations, Part B, Section 203)

[adopted 9/13/00]

P4-4.8 Location of Services – On-Site

Consistent with State and Federal mandates, it shall be the policy of the Woonsocket Education Department to opt (but not be required to) to provide services to private school children on-site at the child's private school, including religious schools, or to provide services to another site (i.e. at the public school, home, etc.). (R.I. Regulations, Part D, Section 408)

[adopted 9/13/00]

STUDENTS AND STUDENT SERVICES

P4-5 Grievances, Students.

P4-5.1 Right to Grieve. Whenever any student alleges that he/she is aggrieved by the application to him/her of any administrative rule, regulations of order; or of an order of any teacher, principal or other administrative officer in the district; or whenever any student feels that deficiencies exist in the school district such as, but not limited to, curriculum content, educational facilities, teaching methods and the like, he/she may proceed in accordance with the grievance procedure.

P4-5.2 Grievance Procedure. A student grievance shall be set forth in writing, stating particularly:

- a. The specific nature of the grievance or the matter allegedly requiring remedial action.
- b. The respect in which it is alleged the student has been adversely affected.
- c. The relief desired by the student.
- d. The reasons the student feels he/she is entitled to the relief sought.
- e. Whether or not, in the opinion of the student, other students are similarly affected adversely and, if so, what group or groups of students.

One copy of the grievance shall be delivered to the school principal. If the grievance is against a teacher, a copy of the grievance shall also be sent to the teacher. If the grievance is against the school principal, a copy shall be forwarded to the Superintendent. There shall be no publicity released in connection with the filing of any grievance until there has been an opportunity for a full and fair hearing.

Within ten days after receipt of the grievance by the principal, he/she shall arrange for a hearing at which there shall be present the aggrieved student and the teacher, if a teacher is involved. If the grievance involves the principal, the hearing shall be conducted by the Superintendent.

Where the grievance purports to be filed on behalf of a group of students, they shall designate one spokesperson for the group.

Within five days after the hearing the principal shall make a written determination and recommendation and shall forward copies thereof to the Superintendent of Schools, the aggrieved student, and where applicable to the teacher.

If either the aggrieved student, or the teacher is dissatisfied with the determination and recommendations of the principal, they shall within three days of receipt of the report set forth in writing their reasons for disagreement and shall furnish copies of the reasons to one another, to the principal and to the Superintendent.

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P4-5.2 Grievance Procedure. (continued)

Upon receipt of the report from the principal, together with any objections thereto, the Superintendent, shall if within the scope of his/her authority, make a final determination; or in the event that it is a matter on which the School Committee is required to act, he/she make his/her recommendations to the Committee in writing within five days of receipt of the writings hereinabove referred to. Copies of his/her determination or recommendations shall be given to all parties who have appeared in the proceedings.

Whenever a charge is made against a teacher, the teacher shall have the right at any stage of the proceedings to be represented by an attorney or by a representative of the teacher's choice.

The invocation of the procedure herein set forth shall not relieve an aggrieved individual of the responsibility of complying with any order, which may have been issued unless the carrying out of the order is stayed by the Superintendent of Schools or by the School Committee.

Any party who has participated in a grievance proceeding and who is dissatisfied with the determination or recommendations of the Superintendent shall have the right to request a hearing before the School Committee, provided a written request is filed with the Superintendent no later than five days from the date of receipt of the determination and recommendations of the Superintendent. Upon receipt of such request, and after consultation with the Committee, the Superintendent shall notify all parties of a hearing date.

Whenever the School Committee is called upon to act in connection with the processing of any grievance or recommendation in accordance with the provisions as set forth, it shall forward a written statement of its determination to all parties who have participated at any stage of the proceedings. The action of the Committee shall be binding on all parties, subject to such further review as may be available under the provisions of Title 16 of the Rhode Island General Law.

P4-6 Disorder Procedures.

P4-6.1 Advance Procedure. Where there is knowledge of the possibility of a disorder the Superintendent of Schools or his/her designee shall:

- a. Alert the police.
- b. Alert the appropriate staff members and custodians in order to obtain their assistance to contain the disturbance.

STUDENTS AND STUDENT SERVICES

P4-6.2 Procedure During Disorder. The Superintendent, Assistant Superintendent and the building principal, in each building affected, shall constitute a steering committee to make immediately required decisions during the disorder. Whenever possible, the approval of the Chairman of the School Committee shall be obtained.

P4-7 Health Program.

P4-7.1 Objectives. The general objectives of the health program in the Woonsocket School District shall be to:

- a. Help each student maintain or gain the best physical, mental and social health of which he/she is capable.
- b. Teach students the meaning of positive health and how to maintain it.
- c. Prevent disease and provide for early detection and correction of remedial defects.
- d. Place properly the physically handicapped student.
- e. Refer those students, whose parents, because of limited means, are unable to provide private medical care, to hospitals, clinics or other public institutions and agencies that provide facilities for medical care and treatment within the limitations of parental ability to pay. The diagnosis and treatment of illness or injury, except in emergencies, shall not be a function or responsibility of school physicians or nurses.
- f. The School Committee shall enforce rules and regulations of "Communicable Diseases in Rhode Island," adopted by the director of health, as authorized by the General Laws of Rhode Island, as an official means of interpretation as to contagious and communicable diseases.

“ References are made to the following with respect to the health program in the Woonsocket School District and the Wellness Policy

- (1) Rhode Island Rules & Regulations for School Health Programs (R16-21-SCHO)
- (2) Woonsocket Education Department’s School Nurse Teacher Policy Manual. “
- (3)

P-4-7.1.1-A District Nutrition & Physical Activity Policy

Preamble

In June 2005, the Rhode Island General Assembly passed legislation (RIPL Chapter 05-074/05-076, amending Section 16-2-9 of the General Laws in Chapter 16-2 entitled "School Committees and Superintendents") to address the health and wellness of students and employees.

The new law was developed in accordance with the 2004 Child Nutrition and WIC Reauthorization Act, Section 204 of Public Law 108-265. It requires the establishment of a subcommittee of the school board or committee to decrease obesity and address school health and wellness policies for students and employees.

P:4-7-1 1-A

Policy Intent/Rationale

The Woonsocket School District promotes healthy schools, by supporting wellness, good nutrition, and regular physical activity as part of the total environment. The District supports a healthy environment where students and staff learn and participate in positive dietary and lifestyle practices. Schools contribute to basic health status by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student and staff performance potential.

P-4-7.1.1-A District Nutrition & Physical Activity Policy

To accomplish these goals:

A. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors for students and staff.

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence the understanding, beliefs and habits of students and staff as they relate to good nutrition and regular physical activity. A healthy school environment should not be sacrificed because of a dependence on revenue from high-fat, high-sugar, and low nutrient dense foods to support school programs.

B. Support and promote proper dietary habits contributing to student and staff health status and students' academic performance.

All foods available on school grounds and at school-sponsored activities during the instructional day and during after-school programs should meet or exceed The Rhode Island Nutrition

Guidelines for School Vending & A La Carte Foods. Emphasis should be placed on foods that are nutrient dense per calorie. To ensure high quality, nutritious meals, foods should be served with consideration toward variety, appeal, taste, food safety, and packaging. Locally grown and produced fruits, vegetables and dairy items should be purchased and served whenever possible.

C. Provide more opportunities for students and staff to engage in physical activity.

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program and during after-school activities from grades pre-K through 12. Physical activity should include regular instructional physical education, in accordance with The Rhode Island Physical Education Framework, as well as co-curricular activities and recess. Encourage increased physical activity among staff.

D. The Woonsocket School District is committed to improving academic performance for all students so that no child is left behind.

Educators, administrators, parents, health practitioners, after-school program providers and communities must consider the critical role student health plays in academic stamina and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met. To ensure widespread understanding of the benefits to school environments where nutritious foods are provided and where students have an opportunity for physical activity, a public awareness campaign that highlights research demonstrating the positive relationship between good nutrition, physical activity, and capacity of students to develop and learn should be conducted.

E. Establish and maintain a district-wide Coordinated School Health and Wellness Sub-committee of the District School Committee that shall consist of:

- Members of the district's school communities, a majority of whom are not employed by the school district. Such members shall include parents, students, representatives from community agencies, the business community, local and statewide non-profit health organizations and health professionals.
- A member of the School Committee
- District Food Service Director/Manager
- School personnel including but not limited to:
 - School Nurse-Teacher
 - Staff member representative from each school
 - District Administration
 - Physical Education and Health Program Leader
 - Family & Consumer Sciences Teacher
 - Principal

P-4-7.1.1-A District Nutrition & Physical Activity Policy

The purpose of the sub-committee is:

- Development of health and wellness policies, strategies and implementation
- Make recommendations regarding the district's health education curriculum and instruction
- Make recommendations to the Superintendent and School Committee regarding the district's physical education curriculum and instruction
- Make recommendations to the Superintendent and School Committee regarding nutrition and physical activity policies to decrease obesity

- and enhance the health and well-being of students and employees
- Evaluate policy progress and revise as necessary
- Serve as a resource to school sites, (e.g. provide lists of healthy incentives, snacks, birthday celebration foods, etc.)

Responsibilities may include, but not be limited to, oversight of the following:

- Implementation of district nutrition and physical activity standards
- Integration of nutrition and physical activity in the overall curriculum
- Assurance that staff professional development includes nutrition and food safety and physical activity issues
- Assurance that students receive nutrition education and engage in vigorous physical activity
- Encourage healthful eating and inclusion of nutrient dense food options and the reduction of high-fat, high-sugar, and low nutrient dense foods among all school venues that involve the sale of food.
- Encourage each school to participate in the RI Food Safe Schools Program.
- Prepare an Annual Report each year that includes, but may not be limited to, the following information:
 - Monthly district menus and meal counts
 - Listing of all a la carte and vending sales of foods throughout the district including school food service, vending machines, school stores, culinary and special education programs, in-school and in-class fundraisers, etc.
 - Listing of physical activity programs and opportunities for students throughout the school year.
 - Listing of staff wellness promotion activities

Nutrition Education Standards

Student Nutrition Education:

The Woonsocket School District has a comprehensive curriculum approach to nutrition in Kindergarten through 12th grade. All K-12 instructional staff will be encouraged to integrate nutritional themes from the Rhode Island Department of Education *Health Education Framework* and/or the Rhode Island Family & Consumer Science Framework into daily lessons when appropriate. The health benefits of good nutrition should be emphasized. These nutritional themes include but are not limited to:

Knowledge of the Food Guide Pyramid	Healthy heart choices
Sources & variety of foods	Dietary Guidelines for Americans
Diet and disease prevention	Understanding calories
Healthy snacks	Healthy breakfast
Food labels	Bone health & osteoporosis
Major nutrients	Multicultural influences
Serving portion sizes	Proper Food Safety/Sanitation
Promote and identify high nutrient dense foods	Reducing the risk of foodborne illness

Parent Nutrition Education:

- Nutrition education will be provided to parents beginning at the elementary level. The goal will be to continue to educate parents throughout middle and

high school levels.

- Nutrition education may be provided in the form of handouts, postings on the district website, articles and information provided in district or school newsletters, presentations that focus on nutritional value and healthy lifestyles, and through any other appropriate means available for reaching parents.

Staff Nutrition & Physical Activity Education:

Nutrition and physical activity education opportunities will be provided to all school staff at the elementary, middle and high school levels. These educational opportunities may include, but not be limited to, the distribution of educational and informational materials and the arrangement of presentations and workshops that focus on nutritional value and healthy lifestyles, health assessments, fitness activities, and other appropriate nutrition and physical activity-related topics. The purpose of staff nutrition and physical activity education will be to:

- Encourage all school staff to improve their own personal health and wellness
- Improve staff morale
- Create positive role modeling
- Build the commitment of staff to promote the health of students
- Build the commitment of staff to help improve the school nutrition and physical activity environment.

The Health and Wellness Committee will suggest two to three district wide physical activities/ health programs that encourage a healthy lifestyle for staff to the Athletic, Health and Wellness Director.

The Woonsocket School District values the health and wellbeing of all staff members and will provide where possible facilities for staff to engage in physical activity. Employees are encouraged to be role models and promote healthy activities both for themselves and students.

DISTRICT NUTRITION STANDARDS

The USDA Reimbursable School Meal Programs (school food service):

- The full meal school breakfast and lunch programs will comply with the USDA Requirements for Federal School Meals Programs. The district standards may be more restrictive than USDA guidelines but may not be less restrictive. The School Food Service Provider will be encouraged to purchase locally grown fruits, vegetables and dairy products whenever possible.
- The School Food Service Program including vending, ala carte, afterschool snack program, and foods sold on campus will follow The Rhode Island Nutrition Guidelines for School Vending & A La Carte Foods when determining the items offered in the cafeteria as a la carte and for competitive food offerings (see attached guidelines)
- The Food Service Director or designee will work closely with the district-wide Coordinated School Health and Wellness Sub-Committee.

A la Carte, Vending and All Foods Sold on Campus

Food:

- Encourage the consumption of nutrient dense foods, i.e. Whole Grains, Fresh Fruits & Vegetables, and Dairy Products.
- Any given food item for sale prior to the start of the school day and throughout the instructional day, will meet the District Nutrition Standards for Vending and A la Carte Foods. Refer to attached detailed District Nutrition Standards for Vending and A la Carte Foods.

Beverages:

- Will follow state and local nutrition guidelines
- Only the following can be sold on school department property (excluding concessions):
 - Drinking water with no additives except those minerals normally added to tap water with no flavoring or carbonation.
 - Fruit based drinks composed of no less than 100% fruit juice with no artificial sweeteners, artificial flavors, or colors
 - Only low-fat, 1% or skim milk. All milk should contain vitamins A and D at levels specified the Food and Drug Administration
- Electrolyte replacement beverages may not be sold on school grounds. .
- Beverage products, except drinking water, in Elementary School not to exceed 12 ounce serving sizes
- Beverage products, except drinking water, in Middle School or High School not to exceed 20 ounce serving size.
- Refer to the attached detailed District Nutrition Standards for Vending and A La Carte Foods.

Cafeteria Environment:

- A cafeteria environment that provides students with a relaxed, enjoyable climate shall be developed.
- The cafeteria environment is a place where students have:
 - Adequate space to eat and clean, pleasant surroundings;
 - Adequate time to eat meals. (The School Nutrition Association (SNA) recommends at least 20 minutes for lunch from the time students are seated with their food); and
 - Convenient access to hand washing or hand sanitizing facilities before meals.

Fundraising:

- All fund-raising projects shall follow the District Nutrition Standards for Vending and A La Carte Foods.
- All fund raising projects for sale and consumption within and prior to the instructional day will follow the District Nutrition Standards for Vending and A La Carte Foods when determining the items being sold.
- No candy will be sold for fundraising. Candy is defined as any processed food item that has:
 1. sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose dextrose, high fructose corn syrup, honey, invert sugar, lactose, maltose, molasses, raw sugar, table sugar /sucrose, syrup listed as one of the first two ingredients)
AND
 2. sugar is more than 25% of the item by weight.

- Non-food based fundraisers are encouraged
- Fundraisers that promote physical activity are encouraged
- Any food fundraiser sold on or off school premises, during or prior to the instructional day by students, staff or parents must comply with the district nutrition standards.
- No competitive food sales are permitted during any lunch periods.

Teacher-to-Student Rewards and Incentive:

It is the intent of the school district that rewards and incentives do not undermine efforts put forth in the nutrition policy. Therefore, the district prohibits the use of food as reward or punishment in the classroom or in the school environment. All teachers must comply with The Rhode Island

Nutrition Guidelines for School Vending & A La Carte Foods in the classroom.

Classroom and Afterschool Program Snacks:

- Classroom and after school program snacks provided by the teacher must comply with The Rhode Island Nutrition Guidelines for School Vending & A La Carte Foods.

Celebrations:

Celebrations include, but are not limited to, birthdays, holidays, pot-lucks, etc.

- All celebrations must comply with The Rhode Island Nutrition Guidelines for School Vending & A La Carte Foods.

School Stores:

- School Stores which sell food during the school day must comply with District Nutrition Standards for Vending and A La Carte Foods.

Concessions:

- For this purpose concessions is defined as foods sold for immediate consumption after school hours.
- Starting in 2007-08 school concessions will offer water, 100% juice and low-fat milk.
- Entrees made with whole grains, fresh fruit and/or vegetables, and low-fat dairy and meats must be offered in addition to other entrees offered.
- All single serve foods (all foods not considered an entrée) must meet the Rhode Island Healthy Schools Guidelines.

Definitions for the purposes of this policy:

Physical Activity (PA) -*is any leisure or non-leisure movement of the body that expends energy, such as exercise, sports, dance, mobility training or physical therapy, brisk walking, swimming or other body movements that result in an increased heart rate.*

Physical Education (PE) -*a sequential, developmentally appropriate K to 12 curriculum, in accordance with the Rhode Island Physical Education Framework, enabling students to develop the knowledge, motor skills, self-management skills, attitudes and confidence needed to adopt and maintain physical activity throughout their lives.*

Adapted Physical Education and Physical Activities -are those designed for a student whose special needs or other health conditions require alternative safe and appropriate physical activities that meet their specific needs.

Model Language: District Nutrition & Physical Activity Policy – Page 6

District Physical Activity Goal: To provide daily physical activity and physical education opportunities, empowering students with the knowledge and skills to lead a physically active lifestyle.

The Woonsocket School District shall utilize the following Implementation Strategies:

A. Physical Education: PE and/or adapted PE will be available for all students.

1. Every student in grades k-12 should participate in PE for the entire school year with a minimum of 100 minutes per week. The NASPE recommendation is for 150 minutes per week in elementary grades and 225 minutes in high school.
2. District shall maintain specific learning goals and objectives for PE. A sequential, developmentally appropriate curriculum shall be designed, implemented, and evaluated to help students develop the knowledge, motor skills, self-management skills, attitudes, and confidence needed to adopt and maintain physical activity throughout their lives.
3. District will implement recommended guidelines for school PE/PA educators established by the National Association for Sport and Physical Education (NASPE) enabling students to achieve and maintain a high level of personal fitness:
 - Expose students to a wide variety of physical activities
 - Teach physical skills to help maintain a lifetime of health and fitness
 - Encourage self-monitoring enabling students to set and achieve fitness goals
 - Individualize fitness/activity programs
 - Help students to establish a personal fitness baseline and create individual fitness benchmarks to monitor progress **by utilizing software based program such as FitnessGram.**
 - Be active/positive role models
4. District will implement recommended PE/PA guidelines for students K-12 established by NASPE:
 - Children should accumulate at least 60 minutes, and up to several hours, of age appropriate physical activity on all (or most) days of the week, including during afterschool programs
 - Children should participate in several bouts of PA lasting 15 minutes or more each day
 - Children should participate in a variety of age appropriate physical activities designed to achieve optimal health
 - Extended periods (periods of 2 hours or more) of inactivity are discouraged for children during daytime hours
5. District will implement health-related fitness assessment:
 - Introduce developmentally appropriate components of a health-related fitness assessment (e.g. FitnessGram, Physical Best or the President's Challenge) in kindergarten or first grade.
 - Beginning in middle school and continuing through high school a health-related fitness assessment should be administered to all students.

B. Physical Activity: PA and/or adapted PA opportunities will be available for all students daily: before, during and after school.

- Provide adequate, developmentally appropriate, safe facilities and recreation areas for **PA**.
- **All elementary school children should be provided with at least one daily period of recess of at least 20 minutes in length.**
- Develop student understanding of all procedures and information to minimize risks associated with **PA**
- Collaborate with qualified professionals and organizations in the community contributing to **PA** opportunities.
- Require the incorporation of NASPE Guidelines, as listed in 3 and 4 above, throughout all district **PA** activities.

6. Physical activity and punishment: teachers and other school personnel will not use physical activity (e.g.: running laps, push ups) or withhold opportunities for physical activity (e.g.: recess, physical education) as punishment during the educational day unless student's behavior while engaging in PE/PA is unsafe. Extra-curricula, junior varsity, and varsity sports are exempt.

C. District will create opportunities and devote resources for STAFF to engage in physical activity.

This policy will go into effect beginning of the school year July 1, 2007-08.

SC Approved 6/27/07

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P4-7.1.1 Beverage Policy

Pre K through Grade 5 Policy: This policy limits the total beverage product line to the following:

- Drinking water with no additives except those minerals normally added to tap water.
- Milk, including, but not limited to Strawberry, Vanilla, and Chocolate Milk, Soy Milk, Rice Milk, and other similar dairy or non dairy Milk. The Milk beverage must be Low Fat (1%) or Skim Milk (fat free), which meets USDA, State and Local standards for such milk.
- Allowable sweeteners in flavored milks include but are not limited to the following: sugar (raw, refined, unrefined, cane, brown, turbinado, white); invert sugar, eextrin, sucrose, honey, corn syrup, high fructose corn syrup, cane juice, molasses, xylitol, sorbitol, nammitol, galactose, lactose fructose and Splenda. These sugars are not chemically derived. Nor artificial flavors or colors allowed.
- Fruit based drinks composed of no less than 100% fruit juice with no artificial sweeteners, artificial flavors, or colors.
- Beverage products, except for drinking water, in Elementary School not to exceed 12 ounce serving sizes.

Grade 6 through Grade 12 Policy: This policy limits the total beverage products

line to the following.

- Drinking water with no additives except those minerals normally added to tap water
- An Electrolyte replacement beverage that contains no more than forty-two (42) grams of added sweetener per 20 ounce serving.
- Milk, including, but not limited to Strawberry, Vanilla, and Chocolate Milk, Soy Milk, Rice Milk, and other similar dairy or non dairy Milk. The milk beverage must be Low Fat (1%) or Skim Milk (fat free) which meets USDA, State, and Local standards for such Milk. All milk should contain vitamins A and D at levels specified by the Food and Drug Administration and is consistent with state and local standards for such Milk.
- Allowable sweeteners in flavored milks include but are not limited to the following: sugar (raw, refined, unrefined, cane, brown, turbinado, white); invert sugar, eextrin, sucrose, honey, corn syrup, high fructose corn syrup, cane juice, molasses, xylitol, sorbitol, nammitol, galactose, lactose fructose and Splenda. These sugars are not chemically derived. Nor artificial flavors or colors allowed.
- Fruit based drinks composed of no less than 100% Fruit Juice with not artificial sweeteners, artificial flavors or colors.
- Beverage products, except for drinking water, in Middle School or High School not to exceed 20 ounces serving sizes.

{SC Approved 4-12-06}

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P4-7.2 Medical Staff. On the recommendation of the Superintendent, the Committee shall appoint physicians, dentists and school nurses to serve the Woonsocket Department of Education. The medical staff shall be fully licensed to practice in the State of Rhode Island. Their salaries shall be set by the School Committee.

[G.L. 16-21-9]

P4-7.3 The School Nurse. The school nurse shall act under the administrative direction of the principal of the school to which she/he is assigned and under the Deputy Superintendent of Schools. The school nurse shall:

- a. Be responsible for first aid, health inspections, records, and reports, home visitations, promotion of health and prevention of disease.
- b. Conduct visual and audiometric screening.
- c. Arrange for and assist the school physician during examination and immunizations.
- d. Perform other duties as may be outlined by the chief medical advisor or the Superintendent of Schools.

e. The senior high school nurse shall provide emergency and required treatment to all students of the Woonsocket Area Vocational-Technical Facility.

P4-7.4 Illness or Accident in School. Students needing the services of the nurse must obtain a regular pass from their teacher. If the student is too ill to remain in school he/she will be sent home, but no student may be sent home without notification to parents.

P4-7.5 Reporting of Child Abuse. Any person who has reasonable cause to know or suspect that any child has been abused or neglected, as defined herein, shall, within 24 hours, transmit such information to the director of social and rehabilitative services, or his/her agent, immediately. As a result of such reports and referrals, protective social services shall be made available to such children in an effort to safeguard and enhance the welfare of such children and to provide a means to prevent further abuse or neglect.

[G.L. 40-11-3]

The teacher having reasonable cause to know or suspect a case of child abuse or neglect, as defined, shall report the same to the principal and/or school nurse, or advise the principal and/or school nurse that the teacher has made a report with the director of social and rehabilitative services, or his/her agent.

P4-7.6 Physical Examination for Participation in Athletics. Each candidate for a place on a school athletic squad or team shall obtain a complete physical examination prior to the first practice session.

P4-7.7 Health Records. An accurate, up-to-date health record of every student shall be maintained by the school nurse and made available in accordance with P4-11.

P4-7.8 Aids. The following guidelines shall apply concerning the education of children infected with Aids.

STUDENTS AND STUDENT SERVICES

GUIDELINES CONCERNING THE EDUCATION OF SCHOOL CHILDREN WITH AIDES AND THOSE INFECTED WITH THE HTLV-III VIRUS

The virus that is the causative agent of AIDS is transmitted by sexual contact, and from contaminated needles of infected blood products. The infection may also be passed from an infected mother to her child during pregnancy or immediately after birth.

There is no evidence that transmission of the infection can occur through casual contact such as sitting near, playing with or living in the same household as a person with AIDS.

As a general rule, all children who have evidence of infection with the AIDS virus (HTLV-111) or who have been diagnosed as having AIDS and are receiving medical attention may attend regular classes in school and pose no risk to others.

In rare instances, however, the physician may decide that a child should not attend school because of weeping cutaneous lesions or inappropriate behavior that might increase the likelihood of transmission (e.g., biting or incontinence); even though there is

no evidence that these conditions are associated with transmission (see guidelines attached).

The personal physician should be the primary manager of the child with AIDS or HTLV-III infection. The final recommendation regarding the educational arrangements for a particular child will be made by the Director of Health after consultation with the child's personal physician, the school physician, a physician member of the AIDS Advisory Committee to the Department of Health and the Chief of the Division of Disease Control. It is most important that the confidentiality of the child be preserved. Only those with an absolute need to know should have medical knowledge of the student's condition. The physician may inform the principal of the school and provide guidance to educators or health care providers who may have an absolute need to know. All cases of AIDS must be reported to the Rhode Island Department of Health.

P4-7.9 Medication Administration. For the purpose of safely and efficiently administering Federal Drug Administration (FDA) approved, prescribed medications to Woonsocket Public School students, the following respective **Responsibility** is imposed upon parents, students, certified nurse school teachers (CSNT) and Education Department:

- a. Parents are encouraged to give medication at home and on a schedule other than during school hours, if possible.
- b. It is the responsibility of the CSNT to administer medications according to physician orders to students attending public schools in Woonsocket.
- c. No medication will be given without a specific doctor's order and parent or guardian's written permission, which shall be renewed annually.
- d. It is the nurse's responsibility that he understand the doctor's directions concerning medications.
- e. It is the responsibility of the CNST to establish a consistent system of medication administration to prevent the chances of error and to acquire fundamental knowledge about the medication, such as toxicity and usual dosage range.
- f. Parents must provide medication in its original prescription labeled bottle.
- g. It is the student's responsibility not to share, transfer or in any way divert his own medication to any other person.
- h. It is the responsibility of the Education Department to provide a CNST to students on field trips should parents not allow their said child to self-carry and self-administer his medication. References are made to the following with respect to this provision: P3-4.5 Student Travel, R3-4.5 Field Trips and R4-7.9 (12, Field Trips) Reference is also made to R4-7.9 for the **Procedure** in the implementation of this Policy, P4-7.9 "

[amended 3/13/02]

STUDENT AND STUDENT SERVICES

P4-8 Public Safety.

P4-8.1 Playgrounds. Students on school playgrounds shall remain under the supervision of a responsible school employee during school hours. Each school principal shall assign a playground supervisor or supervisors, and provide for the regular inspection and maintenance of all grounds and equipment. Any improvement or alterations to existing facilities must be in conformance with guidelines set forth by the U.S. Consumer Product Safety Commission pertaining to playground safety and approved by the current Woonsocket Education Department insurance carriers.

[amended 9/13/95]

P4-8.2 Fire Drills. Fifteen fire drills each year shall be conducted under the direction of each building principal. The building principal shall have the plan of evacuation of the particular area posted within each classroom near the doorway.

[G.L. 16-21-4]

P4-8.3 Civil Defense and Disaster Control. In case of impending attack and following the alert signal from the civil defense director, school officials shall abide by the directives of the civil defense director or other proper authority. The principal shall draw up a plan to expedite a rapid dispersal of all students, and a detailed plan for housing students within the building if evacuation cannot be executed.

In cases of disaster, the school administration shall work under the direction of, and in cooperation with the civil defense director.

P4-9 TRANSPORTATION POLICY:

STUDENT TRANSPORTATION POLICY

PURPOSE: to determine eligibility for busing within the Woonsocket Education district.

POLICY: A criterion for school bus use is set by the district and determined by grade level and distance of travel to school.

To be eligible for a school bus your home address must be:

2.25 miles from WHS

1.75 miles from WMS

1.0 miles from all elementary schools

***NOTE: Bus stops are approximately 2 blocks for Special Education elementary students and 4 blocks for Special Education secondary students.**

- The Woonsocket Education Department does not provide transportation to/from daycare or a babysitter.
- All changes and additions will take a minimum of four (4) school days to implement.

PROCEDURE:

1. If you have a change of address, you must complete the "Change of Address" form provided by your school.
2. If you have a transportation request, complete the Transportation Request form provided by your school.
3. If your child is in a special needs program and it is written in his/her IEP that busing is necessary, contact the Special Education Department at the McFee Administration Building. This includes any change of address and additions.
4. To receive a busing waiver for a medical need, a student must obtain a detailed letter from their Primary Care Provider or specialist faxed directly to the school. The letter must state:
 - a. The specific illness and the risks/hazards posed by walking to and from school.
 - b. Any precautions or medications that will be needed during the school day, including the bus ride.
 - c. An **Emergency Health Care Plan** or **Asthma Action Plan**, which is developed in consultation with the student's parent/guardian, primary HCP, and school health personnel (CSNT), and MUST state, in writing, that a specific physical activity will jeopardize the student's health and well-being. The prevention, healthcare and emergency needs for each student are documented on this individualized form (see attached).
 - d. Any modifications that need to be made during school while in class, physical education, sports eligibility, recess and at lunch must be clearly indicated by the HCP. Any medications that may be needed must be available in the nurse's office or with the student.
5. Any conflicts or concerns regarding medical issues for busing will be reviewed by the Transportation Committee, including the Nursing Chairperson and / or WED Medical Director.

[Adopted 10-10-07]

P4-9.1 Elementary School. Transportation shall be provided to all elementary school pupils residing in Woonsocket who live **one mile or more** from the elementary school they are attending, except for children attending kindergarten outside of the district of their residence.

[Adopted 10-10-07]

P4-9.2 Middle School. Transportation shall be provided for middle school students residing in Woonsocket who live **one and three-quarter miles or more** from the middle school.

[adopted 10-10-07]

P4-9.3 Senior High School. Transportation shall be provided for high school students residing in Woonsocket who live **two and one-quarter miles or more** from the senior high school.

[adopted 10-10-07]

P4-9.4 Handicapped. Transportation for handicapped children shall be provided according to the General Laws of the State of Rhode Island.

P4-9.5 Vocational Schools. Transportation shall be provided for students attending vocational schools according to the General Laws of the State of Rhode Island.

P4-9.6 Nonpublic School Students. Transportation shall be provided for nonpublic school students in accordance with the General Laws of the State of Rhode Island.

P4-9.7 Evacuation. All students who must be evacuated from their neighborhood schools must be transported by bus to another school facility or area designated by their school principal, under the direction of the Superintendent.

At the end of the school day all students must be bused back to their home school for dismissal unless the school is deemed unsafe. [adopted 3/23/94]

P4-9.8 Determination of Student Transportation Eligibility

Students shall be deemed to be eligible for student transportation according to the mileage limits set forth in P4-9.1 Elementary School, P4-9.2 Middle School and P4-9.3 Senior High School. As determined by Transportation Department and use of GPS Device System. [amended 10-10-07]

STUDENTS AND STUDENT SERVICES

P4-9.9 Daycare

Parents of eligible school bus riders may request students to be picked up and/or dropped off at a daycare provider or facility if the daycare provider or facility is located in the student's normal bus route. Such request must be made on an annual basis and for the full school year. The bus route shall not be altered to accommodate a daycare pick-up or drop-off. A student may be allowed to ride a different bus route originating or terminating from the student's assigned school on a space available basis only. In no case will an accommodation for daycare result in a change in bus route.

[adopted 11/19/03]

P4-10 School Lunches.

P4-10.1 Participation in National School Lunch Program and Special Milk Program.

The School Committee shall participate in the National School Lunch Program and Special Milk Program.

P4-10.2 Federal Guidelines. Free or reduced price lunches shall be provided to children from families in accordance with federal guidelines, including children from families that receive public assistance from any federal, county or local welfare program, and children who, in the judgment of the school officials, have unmet nutritional needs.

P4-10.3 School Lunch Menus. The Woonsocket Department of Education is not responsible for the advertised school lunch menus and/or changes in those daily menus.

P4-11 Inspection of Student Records.

P4-11.1 Definitions. As used in this section, the following phrases shall have the following meanings:

- a. "Directory information" includes the following information relating to a student:
 1. The student's name, address, telephone number, date and place of birth.
 2. Major field of study.
 3. Participation in officially recognized activities and sports.
 4. Weight and height of members of athletic teams.
 5. Dates of attendance.
 6. Degrees and awards received.
 7. The most recent previous educational agency or institution attended by the student.
 8. Other similar information.
- b. "Eligible student" means a student who has attained 18 years of age, or is attending an institution of post-secondary education.
- c. "Personally identifiable" means that the data or information includes:
 1. The name of the student, the student's parent, or other family member.
 2. The address of the student.
 3. A personal identifier, such as the student's social security number, or student number.
 4. A list of personal characteristics which would make the student's identity easily traceable.
 5. Other information which would make the student's identity easily traceable.
- d. "Student" includes any individual with respect to whom the Woonsocket Education Department maintains education records.

P4-11.2 Disclosure of Personal Information Prohibited; Exemptions

No item of personally identifiable information contained in the record of a student shall be disclosed without the prior written consent of the parent of the student, or, in the case of an eligible student, the consent of the eligible student, except as specifically authorized in this section. The following persons, organizations or agencies shall have access to student records without the necessity of parental and/or eligible student approval:

- a. Other school officials, including teachers within the Woonsocket Education Department who have been determined by the Woonsocket School Committee to have legitimate educational interest.
- b. Officials of other school systems in which the student seeks or intends to enroll.
- c. Federal and state education officials if the records are necessary in connection with the audit and evaluation of federally supported education programs or enforcement of federal legal requirements under such programs.
- d. In connection with a student's application for, or receipt of, financial aid.
- e. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instructions; provided that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purposes for which the study was conducted.
- f. State and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to the State statute adopted prior to November 19, 1974.
- g. Accrediting organizations in order to carry out their accrediting functions.
- h. Organizations, agencies and individuals outside the school upon presentation of a court order of which the parent, or student in the case of an eligible student, has notice.
- i. Appropriate parties in health or safety emergencies if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

P4-11.3 Re-disclosure Prohibited. The Woonsocket Education Department may disclose personally identifiable information in the education records of a student only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the personally identifiable information disclosed to an institution, agency, or organization may be used by its officers, employees, and agents, but only for the purposes for which the disclosure was made.

P4-11.4 Directory Information: Conditions of Disclosure. The Woonsocket Education Department may disclose personally identifiable information in the education records of a student who is in attendance in a school within the Woonsocket School System if that information has been designated as directory information pursuant to procedures set forth in Statement of Policy of the Woonsocket Education Department. The Woonsocket Education Department may disclose the directory information of the education records of an individual who is no longer in attendance at a school within the Woonsocket School System without following the procedures for designating directory information set forth in the Statement of Policy.

Statement of Policy of the Woonsocket Education Department with respect to Inspection of Student Records (in accordance with Section 99.6 of the Buckley Act regulations).

a. The parent of a student under the age of 18 enrolled in a school within the Woonsocket School System and a student 18 years of age or older enrolled within a school in the Woonsocket School System shall have the right to inspect and review the education records of the student.

b. The parent or eligible student desiring to inspect a student record shall serve a written request upon the principal of the school in which the student is enrolled. The principal shall within ten days after receipt of such written notice schedule a date and time for inspection of the requested record. The date and time for inspection shall in no event exceed 45 days from the date of the request to inspect. If the parent or eligible student is desirous of copying a portion or portions of the record, school officials will furnish copies at a cost of 5 cents per page payable in advance. Employees of the Woonsocket Education Department shall be available at the inspection date and time to furnish clarification or explanation of records being examined by the eligible student or parent if so desired by the eligible student or parent.

c. The education records maintained by the Woonsocket Education Department open to inspection to parents and eligible students and the names and addresses of the custodians of the records are set forth and attached hereto as Exhibit A.

d. The organizations, individuals and agencies set forth in Schedule B attached hereto shall have the right to inspect and copy student records without the necessity of obtaining the prior written consent of the parent or eligible student.

e. The following categories of individuals are considered to be school officials with legitimate educational interests as will enable them to examine student records without the prior written consent of the parent or eligible student.

1. Members of the Woonsocket School Committee.
2. School Superintendent.
3. Deputy Superintendent.
4. The School Psychologist and his or her staff.
5. The principal or assistant principal of the school in which the student is enrolled.
6. Teachers with assigned responsibility for the student.
7. School nurses and doctors with assigned responsibility for the student.
8. Such other individuals as the School Superintendent shall deem to have a legitimate educational interest.

f. The Woonsocket Education Department shall maintain records of all disclosures of personally identifiable information of a student, which shall include:

1. The names and addresses of the individual, organization, or agency requesting information.
2. A statement of the basis for disclosure to the individual, organization, or agency.

g. A parent of a student or an eligible student who, after examination of the records, contends that information contained in the education records of the student is inaccurate, misleading, or violates the privacy or other rights of the student may request that the Woonsocket Education Department amend the records. Such request to amend shall be in writing, set forth in detail the alleged inaccuracy and shall be addressed to the Superintendent of Schools. The Woonsocket Education Department shall, within thirty days of date of the request to amend, decide whether to amend the education records of the students or not to amend. The parent or student shall be notified in writing within ten days of date of decision.

In the event of denial of the request to amend by the Woonsocket Education Department, the Woonsocket Education Department shall include in the notice of denial of the request to amend notice that the parent or eligible student has the right to a hearing. The parent or eligible student shall request the hearing in writing addressed to the School Superintendent within ten days of the date of notice of refusal to amend by the Woonsocket Education Department.

Upon receipt of the request for a hearing from an eligible student or parent, the Woonsocket Education Department shall schedule a hearing within a reasonable time. The hearing shall be conducted by a disinterested official of the Woonsocket Education Department who does not have a direct interest in the outcome of the hearing. The parent or student may be represented by an attorney at the hearing, the cost of such attorney to be borne by the eligible student or parent. Evidence relevant to the issues may be received at the hearing. Within a reasonable time after the conclusion of the hearing, the Woonsocket Education Department will render its decision in writing, which decision shall include a summary of the evidence and the reasons for the decision.

h. Any parent or eligible student who feels that the rights afforded him or her under the Buckley Act, so-called, are not being observed by the Woonsocket Education Department shall be informed of the right to file complaints concerning the alleged failure to comply with the Buckley Act by the Woonsocket Education Department with the Family Educational Rights and Privacy Act Office (FERPS), Department of Health, Education and Welfare, 330 Independent Avenue, S.W., Washington, D.C. 20201.

i. The Woonsocket Education Department may disclose personally identifiable information from the education records of a student who is in attendance at a school within the Woonsocket School System if that information has been designated as directory information. Before the Woonsocket Education Department shall designate information as to directory information, the Woonsocket Education Department shall give public notice of the following:

1. The categories of personally identifiable information, which the Woonsocket Education Department has designated as directory information.

2. The right of the parent of the student or eligible student to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information, and,

3. The period of time within which the parent of the student or the eligible student must inform the Woonsocket Education Department in writing that such personally identifiable information is not to be designated as directory information with respect to that student.

The Woonsocket Education Department may disclose directory information from the education records of an individual who is no longer in attendance at a school within the Woonsocket School System without the necessity of following the procedures set forth in the first paragraph of this section.

STUDENTS AND STUDENT SERVICES

P4-12 Fund Drives and Gifts.

Pupils shall not be permitted to solicit funds for any school purpose unless approved by the principal with prior approval of the School Committee. This may be done on an annual basis. Addendum: The Superintendent will be the approving authority for all facilities for fundraising activities during school hours where it affects the school department budget.

(Passed 11/4/92)

No gifts shall be exchanged among students in the classroom, and students shall not give gifts to teachers or other staff members.

P4-13 Philosophy of Athletics.

The interscholastic athletic program of the Woonsocket Education Department is an accepted and integral part of the curriculum, which produces many benefits to students. The coaches of the interscholastic sports have a great opportunity to achieve many educational goals with students because they have the advantages of more time with smaller numbers of students who are highly motivated. Under these circumstances, students on interscholastic teams can often achieve greater measures of academic success, physical fitness, motor skills, and the development of sound social, emotional, and mental attitudes.

The athletic program strives to develop good sportsmanship, team play, competitive spirit, and team and school loyalty in each athlete. Participants are expected to display appropriate standards of ethical conduct and fair play and to demonstrate respect to officials, opposing teams and fellow players. The athletic program encourages the inculcation of a winning attitude while not losing sight of other important ideals, such as pride in a game well played, regardless of the outcome.

The athletic program provides instruction and encourages maximum participation in a wide variety of activities designed to satisfy most of the needs and interest of the students. In administering the athletic program, every effort is made to provide the best

possible facilities and equipment and to employ highly qualified coaching personnel. The health and welfare of the participants is the primary concern of the athletic program.

Every student who decides to try out for a team in the Woonsocket Education Department's athletic program must know and understand the obligations they are assuming. Parents and students must be familiar with the rules and regulations of the athletic program. Each student is afforded the privilege of representing himself/herself and his/her school as long as the student accepts the responsibility of adhering to all rules and regulations.

STUDENTS AND STUDENT SERVICES

P4-13.1 Student-Athlete Substance Abuse Policy

The following policy shall apply to all students involved in athletics in the Woonsocket Education Department. This policy will supplement and will in no way interfere with the substance abuse policy already in place for all students in the Woonsocket Education Department.

If a coach suspects or is informed that a student-athlete is involved in the use of alcohol, narcotics and/or controlled substances, then the following steps will be implemented:

1. The coach of the team that the athlete is on will send a referral to the Athletic Coordinator. The Athletic Coordinator will then schedule a meeting with the Student Assistance Counselor for the athlete.
2. The athlete will be allowed to attend practice and remain a member of the team providing he/she attends the sessions with the Student Assistance Counselor. Refusal to attend these sessions with the Student Assistance Counselor will result in suspension from the team.
3. A second referral to the Student Assistance Counselor during the season will necessitate a meeting with the parents/guardian of the student-athlete, coach, student-athlete, Student Assistance Counselor and Athletic Coordinator. A five day suspension from the team will result. This suspension will include at least one game.
4. Any subsequent referral will result in immediate suspension from the team for the season and a meeting with the Principal, the Athletic Coordinator, the parents/guardian, the student-athlete and the coach to determine future athletic eligibility.

The above policy will be expedited in the following manner:

1. Suspicion/information concerning student-athlete substance abuse – begin step 1.
2. Any student-athlete who is caught in possession of alcohol, narcotics, and/or controlled substances without a physician's prescription on or off school grounds – begin step 3.

3. Any student-athlete who consumes alcohol, narcotics, and/or controlled substances without a physician's prescription on or off school grounds –begin step 3.
4. Any student-athlete who sells or distributes alcohol, narcotics, and/or controlled substances on or off school grounds – begin step 4.

P4-13.2 APPEALS PROCESS

The following represents the appeals process for the student-athlete substance abuse policy:

1. Step 1. On the first referral, the student-athlete may appeal to the Athletic Coordinator. The Athletic Coordinator will listen to the evidence presented by the coach and the student-athlete. The Athletic Coordinator will determine whether or not the student-athlete sees the Student Assistance Counselor. The decision of the Athletic Coordinator may be appealed to the principal.
2. Step 2. A second referral of the student-athlete results in a five-day suspension from the sporting activity. The student-athlete may appeal this second referral to the principal. The principal will listen to the evidence presented by the coach and the student-athlete. The principal will determine if the suspension is upheld. The decision of the principal may be appealed to the Superintendent.
3. Step 3. A third referral of a student-athlete results in suspension from athletics. The student-athlete may appeal this suspension to the Superintendent and the School Committee. After hearing the presentation of all evidence by the student-athlete, the coach, and the administration, the Superintendent and the School Committee will determine if the suspension is upheld. The student-athlete may appeal this decision to the Commissioner of Education.

[adopted 6/10/92]

STUDENTS AND STUDENT SERVICES

P4-14 ATHLETIC EQUIPMENT DISTRIBUTION POLICY

The Head Coach and Assistant Coaches of each sport will meet with the Athletic Coordinator one to five days prior to the start of the season to inventory equipment and supplies. Season starting dates are as follows:

Fall: August 20
Winter: November 20
Spring: March 10

Each athlete will be loaned the equipment necessary to participate in the sport. The Head Coach will document the equipment assigned to the player. The player is responsible for the assigned equipment. At the end of the season, the player is responsible for returning the equipment to the Head Coach. Any player not returning equipment will pay the replacement cost of the equipment and he/she will not be not

return equipment, the Athletic Coordinator will ask the Principal to withhold the diploma. No student or staff will be loaned equipment during the off season or during the summer.

Within ten days after the completion of the season, the Head Coach, Assistant Coaches, and the Athletic Coordinator will meet to inventory all equipment and supplies. If the Athletic Coordinator finds equipment is unaccounted for due to coaching negligence, then the coaching staff will be responsible for the replacement cost of the equipment. Any coach may appeal the decision of the Athletic Coordinator to the Superintendent of Schools, and subsequently, to the Woonsocket School Committee. Any coach not reimbursing the Woonsocket Education Department for the replacement cost of the missing equipment will not be permitted to coach any team sponsored by the Woonsocket Education Department until the replacement fee is paid.

When new equipment/supplies are received, the Head Coach and Athletic Coordinator will sign a receipt noting receipt of the equipment/supplies. A copy of the receipt will be kept by the Coach, and a copy will be kept by the Athletic Coordinator.

[adopted 10/27/93]

School Readiness Policy – P4-15

(A Uniform Code of Behavior and Dress)

Woonsocket Education Department believes that “Readiness for School” promotes learning at every level while encouraging good community and civic behavior that will prepare students for achievement in the community. **Students, Parents/Guardians must be responsible for school readiness.**

“Readiness for School Behavior”

-Come to school on time every day

- call if sick
- bring note if late

-Come to school prepared

- Students will be dressed according to uniform dress code
- Students will be wearing their ID's (Middle & High School)
- Students will have homework with them and completed
- Students will be respected and will give respect
- Students will take responsibility for their education and ask for help if needed
- Students will bring appropriate materials with them to school, i.e., (Books)
- Writing utensils, notebooks, homework, gym clothes, etc.)

-Do your best to succeed

- Have a positive attitude
- Seek a trusted adult for assistance

School Dress Code Defined

Parents will provide the following dress code items for their children:

Pants, walking shorts, or skorts (**girls only**), that are black or khaki of a uniform style “Dickie style”, **that are sized for the student and fitted at the waist. No cargo pants, pajama pants or jeans.**

Maroon or gray shirts long or short sleeve (polo or Tee's **without writing that are properly fitted**), Sweatshirts that are maroon or gray without zippers or hoods, **pockets or writing unless school related. Any logo must be school related.**

Footwear with a **closed toe and heel** that are white, brown, or black. **Heels must be low to ensure safety.**

Hats of any kind are prohibited; waivers may be sought for religious considerations.

The Dress Code as written applies to both boys and girls except where noted

Waivers to the dress code policy will be issued at the discretion of the Superintendent or his designee (**Director of Instruction and Administration, or Special Education Director**) by filing a waiver request stating the specific reason for your request **i.e., (Religious freedom, Health consideration, or the Legitimate exercise of free speech as provided by law.)**

Principals will have discretion to waive dress code for specific purposes, (school spirit week, field day, or to raise money for a cause) or to specific groups for events (scout days, ROTC, athletic championships, band/chorus events) **Middle/High School students are required to bring change of clothing to school for gym class and then follow the dress code at the end of the class.**

TRANSFER STUDENTS WILL BE GIVEN 14 DAYS FROM THE DAY OF ENROLLMENT TO COMPLY WITH THIS POLICY

STUDENTS FROM OTHER COMMUNITIES THAT ATTEND WACTC ARE EXPECTED TO COMPLY WITH THIS POLICY AS WITH OTHER SCHOOL POLICIES

STUDENTS RECEIVING WALK-IN SPECIAL EDUCATION SERVICES ARE EXEMPT FROM THIS POLICY

Possible consequences for failure to comply with readiness policy

Verbal warning to students and parents

Conference with student

Written warning

School shirt provided for the day **with parent/guardian permission**

Conference with parent

In school suspension

*Out of school suspension (not for dress code violation)

Referral to guidance for truancy

Approved SC 4-14-2010
with Revisions

**WOONSOCKET EDUCATION DEPARTMENT
ATTENDANCE POLICY - P4-15.1**

Introduction

The Woonsocket Education Department is required by law and regulation to establish attendance policies, monitor daily student attendance, to file reports with the Rhode Island Department of Education, and to coordinate our efforts to ensure compliance with compulsory attendance laws and regulations of the Rhode Island Family Court. Accordingly, the district employs staff who are charged with investigating unauthorized or excessive absences and as needed make any appropriate referrals to the Courts.

By Rhode Island State law (R.I.G.L. 16-19-1 and 16-19-6), students are to attend school every day that school is in session. Further, at the middle and high school levels, students must attend all scheduled classes every time they meet unless they are excused for reasons recognized by the school district.

School attendance and active participation in class are critical to academic success at all levels and are extremely important components of the teaching and learning processes. Regular and punctual attendance is essential to the academic, personal and social development of students. All classroom activities are purposeful and are essential to the learning process. The daily exchange between and among students and teachers is essential to student learning and personal growth. Parents/Guardians, students and all school personnel must work together to ensure that all students maximize their educational opportunities.

It is the joint responsibility of parents/guardians, students and the members of the Woonsocket Education Department to convey to students the importance of regular, punctual school and class attendance and the administration will actively monitor student compliance with the policy described here.

School District Responsibilities

It shall be the responsibility of the school district to establish regulations governing tardiness, early dismissal from school, excused absences, unexcused absences and truancy including but not limited to:

1. Reporting procedures.
2. Recording, tracking and investigating attendance and attendance issues.
3. Reporting of student attendance information to state and federal authorities in accordance with state and federal law, mandates and school department regulations.
4. Establishing a system of criteria, consequences and referral for investigating and addressing excessive absences, truancy, tardiness and dismissals and the failure to notify the school of the reason for the absence/tardiness/dismissal.
5. Establishing guidelines that provide reasonable opportunity for the student to make up work.
6. Each Woonsocket Education Department School, as a component of its School Improvement Plan shall develop action plans to continually improve student attendance.

Parents/Guardians and the Student Responsibility

The responsibility to follow the law and regulations referenced above lies with the parents/guardians and students. Parents/Guardians and students are ultimately responsible for regular and punctual school attendance.

It is the responsibility of parents/guardians to:

1. Abide by the law and mandates governing attendance, etc.
2. Stress the importance of regular school attendance with their child.

3. Always provide the school with an accurate and up to date daytime telephone number where they can be reached.
4. Call the school on the day of their child's absence to inform the office of their child's absence:
 - The phone call must be followed with a note from the parent. Acceptable written documentation must be provided no later than 48 hours after student returns to school in order to be excused.
 - E-mail is not an acceptable method of reporting a child's absence or providing an excusal note.
5. Provide a written excuse/documentation for any absence, signed by a parent or guardian:
 - If acceptable written documentation is not provided within 48 hours of student's return to school, the student will be considered as unexcused absence.
6. Make every effort to schedule personal, medical and dental appointments for their child after school hours.
7. Plan vacations when school is not in session.
8. Arrange for any make up work in a timely manner.
9. In cases of long-term illness, notify the school (teacher, school nurse and principal) as soon as possible so that provisions may be made for appropriate instruction.

Notice

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents/guardians, teachers, and administrators are notified of and understand this policy, the following procedures shall be implemented:

- The attendance policy will be reviewed with all students at the start of each school year.
- Parents/Guardians will receive a summary of this policy at the start of the school year. Parents/Guardians will be asked to sign and return a statement indicating that they have read and understand the policy.
- When a student is absent, tardy, or leaves early from class or school without an excuse, a designated staff member(s) will notify the student's parent(s) by phone or mail. When appropriate, they will remind them of the attendance policy and review intervention procedures with them.
- At the beginning of each school year, this policy will be explained and the parents' responsibility for ensuring their child's attendance will be emphasized.
- School newsletters, student handbooks and other publications will include periodic reminders of the components of this policy.

- The District will provide a copy of the attendance policy and any amendments to staff members. New staff will receive a copy upon their employment.
- All staff will meet at the beginning of each school year to review the attendance policy to clarify individual roles in its implementation.
- Copies of this policy will also be made available to any community member, upon request.

GENERAL DEFINITIONS

The School Day

Fifth Avenue, Kevin K. Coleman, Harris, and Globe Park Elementary Schools

The school day at the above schools begins at 9:15 a.m. with breakfast being available beginning at 8:40 a.m. **Supervision is unavailable prior to 8:40 a.m. and students are not to arrive at school before that time.** Any student arriving after 9:15 a.m. will be considered tardy and will be recorded as such. Students are dismissed at 3:20 p.m. Parents/Guardians should make every effort to schedule any medical or other appointments after school hours. Repeated tardiness or habitual early dismissal will result in a referral to the attendance officer and possible student disciplinary action.

Leo A. Savoie, Bernon Heights, Governor Pothier, and Citizens' Memorial Elementary Schools

The school day at the above schools begins at 8:45 a.m. with breakfast being available beginning at 8:15 a.m. **Supervision is unavailable prior to 8:15 a.m. and students are not to arrive at school before that time.** Any student arriving after 8:45 a.m. will be considered tardy and will

be recorded as such. Students are dismissed at 2:50 p.m. Parents/Guardians should make every effort to schedule any medical or other appointments after school hours. Repeated tardiness or habitual early dismissal will result in a referral to the attendance officer and possible student disciplinary action.

Woonsocket Middle School (WMS)

The school day at WMS begins at 7:30 a.m. with breakfast being available beginning at 7:05 a.m. **Supervision is unavailable until 7:05 a.m. and students are not to arrive at school prior to that time.** Any student arriving after 7:30 a.m. will be considered tardy and will be recorded as such. Students are dismissed at 1:45 p.m. Parents/Guardians should make every effort to schedule any medical or other appointments after school hours. Repeated tardiness or habitual early dismissal will result in a referral to the attendance officer and possible student disciplinary action. Middle school students are also to be on time for each class or activity every day. Repeated tardiness, habitual early dismissal and/or cutting of classes will result in a referral to the attendance officer and possible student disciplinary action.

Woonsocket High School (WHS) and Woonsocket Career and Technical Center (WACTC)

The school day at WHS/WACTC begins at 8:00 a.m. with breakfast being available beginning at 7:35 a.m. Supervision is unavailable until 7:35 a.m. and students are not to

arrive at school prior to that time. Any student arriving after 8:00 a.m. will be considered tardy and will be recorded as such. Students are dismissed at 2:15 p.m. Parents/Guardians should make every effort to schedule any medical or other appointments after school hours. Repeated tardiness or habitual early dismissal will result in a referral to the attendance officer and possible student disciplinary action. High school students are also to be on time for each class or activity every day. Repeated tardiness, habitual early dismissal and/or cutting of classes will result in a referral to the attendance officer and possible student disciplinary action.

At all levels, the principal may, at his/her discretion, hold late bells, issue modified instructions to classroom teachers and/or consider special circumstances regarding tardiness.

Absences

Excused

Excused absences occur when a student is not present at school or at a school-endorsed activity, but is temporarily excused. All students must present written documentation detailing the reason(s) or any absence, in advance when possible, but no later than 48 hours after returning to school.

Acceptable Excused Absences are those due to:

- Documented student illness (students who are seriously or chronically ill or are ill for an extended period should be seen by a physician)
- Dismissal by school nurse
- Death in the family/family emergency
- Regularly observed religious holiday
- Documented court appearance
- Academic field trip resulting in missed classes (WMS, WHS, WACTC)
- Co-Curricular activities resulting in missed classes (WHS, WACTC)
- Staff generated pass (WHS, WACTC)
- Military obligations (WHS, WACTC)
- Exceptional circumstances deemed appropriate by building principal

Unexcused

An unexcused absence occurs when a student is not present at school or at school endorsed activity without acceptable cause.

Unexcused Absences are those due to

- Any absence for reasons not included in the list of excused absences above will be considered unexcused.
- A student who misses fifteen (15) or more minutes of any class without presenting a staff member signed pass will be considered absent from that class (WMS, WHS/ WACTC).

Family vacations should be scheduled during times in which school is not in session. Absences due to family vacation will be considered unexcused.

Students absent from school for any reason will not be allowed to participate in extra-curricular activities (sports, music, drama, dances, etc.) on the day of the absence.

No Show Students

If any student enrolled in a Woonsocket Education Department School has not attended school (or whose parent/guardian has not contacted the school to make status known) after a period of seven (7) consecutive days in session, the school will:

- Make two (2) documented phone calls to the student's home.
 - If there is a response to the call, the school will document the conversation and next steps.
- If there is no response, the school will send a certified letter (copied to the Director of Instruction and Administration) to the last known address stating that unless a response is received within five (5) business days from the date of the letter, the student will be dropped from the roll.
- If no response, the attendance/residency officer will be directed to visit the last known address in order to make a final check.
- The Director of Instruction and Administration will bring closure to the case with a letter confirming the removal of the student (back dated to last day in attendance) to the building principal who will ensure that the student is dropped from the roll.
- Should the student return at some later date, he/she will be required to re-register for school.

Incentives/ Remedial Consequences

The district and its principals will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance.

For example:

- Students who have demonstrated improved attendance may receive rewards that could include certificates, awards, special activities, and/or school- wide recognition.

Unexcused absences will be subject to remedial disciplinary action consistent with the District's Discipline Policy.

Remedial Actions may include:

- Conference with student
- Letters to parent/guardian
- Temporary loss of privileges
- Detention
- Suspension
- Home visit
- Referral to the Rhode Island Truancy/Family Court system.
- Assignment to e-Learning to make up days and/or coursework

Level-Specific Procedures

Research on school attendance clearly highlights the critical importance of schools, parents and students working together early in the child's academic career to develop habits of regular attendance and the development of the work ethic and senses of personal responsibility and accountability necessary for academic and life successes. This work must begin early and those students who successfully engage in school from the start are far more likely to graduate high school, attend college or be successfully employed and contribute to society.

To this end, the following procedural guidelines have been established and will be implemented uniformly in all schools at each of the three levels.

Elementary and Middle Levels

At the elementary level, attendance and tardiness will be closely monitored for all students beginning in Kindergarten. In addition to the general notice of the district attendance policy as described above, parents/guardians will be notified in writing whenever a child reaches his or her sixth unexcused absence or tardy. Parents/Guardians will again be contacted if the child reaches eleven unexcused absences or tardies.

If the school and parents are unable to successfully address the child's attendance the administration will instantiate a referral to the district attendance officer and recommend further action at the fifteenth unexcused absence.

The principal will, at any point in the process, have available to them any and all of the remedial actions described above. These actions will be carried out in an effort to ensure regular daily attendance and in order to support academic success.

Absence from School

If a student is to be absent from school, parents/guardians are asked to contact their child's school by telephone and leave a voice message that includes the child's name, homeroom number and reason for absence.

Students are required to bring a signed note from their parent/guardian upon their return to school.

Tardiness (Middle Schools)

Once homeroom starts, if the student is not in homeroom, they are considered late to school. All late students must report to their homeroom and they will be marked be marked tardy. Students entering the school after homeroom period must sign in at the main office and are to be accompanied by an adult and/or provide a note from home explaining his or her lateness.

No Student will be admitted late to class without a pass (Middle Schools)

The principal and his/her designees will, at any point in the process, have available to them any and all of the remedial actions described above. These actions will be carried out in an effort to ensure regular daily attendance and in order to support academic success.

Woonsocket High School (WHS) and Woonsocket Area Career and Technical Center (WACTC)

So much of what is presented in our secondary school courses is sequential, so school and classroom experiences are difficult to replace if the student is absent. The richness of class discussions, the exchange of ideas with peers and teachers, the opportunity to defend one's ideas, and the viewing of videos mean that even if students make up the missed work, they have forever lost the opportunity for increased learning and skill development. In addition, a great deal of work in class is done cooperatively; and a lack of consistent attendance means that students will not get the full benefit of the courses offered at Woonsocket High School and the Woonsocket-Area Career and Technical Center. Therefore, as part of the graduation requirements of Woonsocket High School

and the Woonsocket-Area Career and Technical Center, attendance is critical to student success.

DISINCENTIVE FOR EXCESSIVE ABSENCES (SEE "A" and "B")

Participation points will be deducted from the student's **QUARTER grade average [This grade does not include Common Task grade(s)]** -by the following **unexcused absences**:

A. For one credit (semester) and two credit (full year) courses:

On the 5th unexcused absence
10 points deducted from quarter grade average
[Not including Common Task grade(s)]

NOTE: Two parental notes will be accepted each quarter for unexcused absences; this will change an unexcused absence to an excused absence. For example, if a student is absent three consecutive days, one parental note is necessary; however, this will count as two parental notes and two excused absences and one unexcused absence.

DISINCENTIVE FOR EXCESSIVE ABSENCES

B. For 1/2 credit (day 1, day 2) classes:

On the 3rd unexcused absence
10 points deducted from quarter grade average
[Not including Common Task grade(s)]

Note: Two parental notes will be accepted each quarter for unexcused absences; this will change an unexcused absence to an excused absence. For example, if a student is absent three consecutive days, one parental note is necessary; however, this will count as two parental notes and two excused absences and one unexcused absence.

ACADEMIC FIELD TRIPS (AFTs)

- An AFT is defined as an event in which a student is participating in a school-sponsored event under the auspices of a teacher/coach/advisor.
- Students **must** fill out a Field Trip Permission Form and submit it to the teacher for approval to attend **at least 4 days prior to the trip**. This form can be obtained from the Guidance Department.
- Students who are visiting colleges/universities during a school day **must** fill out a College Visitation Form for teacher notification to attend **at least 4 days prior to the visit**. The form can be obtained from the Guidance Department.
- AFTs will be considered excused absences only if the student has received permission to attend.

TIME ALLOWED FOR MAKE-UP WORK

Make up work will be accepted in accordance with makeup language in the student handbook.

PROCEDURE FOR STUDENTS RETURNING FROM AN ABSENCE

Upon returning to school, students are to report to the office with a note or other appropriate documentation. Students must submit to the office a note or other documentation explaining an absence **within 3 days of the student's return to school**. **Otherwise, the absence will be considered as unexcused.**

EXTRACURRICULAR ACTIVITIES AND ATTENDANCE

To participate in or to attend an extracurricular activity, a student must be present in school for at least 3 full blocks of the school day. **If the student has an unexcused**

absence on the day of the extracurricular activity, then he/she will not be allowed to participate in or attend the activity or sporting event.

ATTENDANCE RECORDS

- A student must attend at least 3 blocks of the school day in order to be counted present for the entire day.
- Missing 15 minutes or more of a class constitutes an unexcused absence without proper documentation.
- If truancy is suspected, school personnel must investigate the case. Violations of the Compulsory Attendance Law will be reported pursuant to legal requirements.

APPEALS

At the end of each quarter, students will have 3 days to make an appeal to the Attendance Policy.

An appeal to the Attendance Policy will be reviewed by a school administrator and the results of the appeal will be communicated to the student, parents, and staff.

- A student can ***earn back up to 6 points*** at the discretion of an administrator, or;
- A student can request that he/she be granted an exception to the attendance policy for that quarter, by providing;
 - Evidence of any extraordinary circumstances that caused the absences.
- The administrator will review all documentation received in the office at the time of the appeal and during the periods of absences.

To expedite the process, it is very important that students provide the office with appropriate documentation from doctors, the court system, etc., *at the time of the absence.*

SC Approved June 9, 2010

P4-16: WOONSOCKET EDUCATION DEPARTMENT EMPLOYEE DRESS CODE

All staff members are expected to dress in a professional manner consistent with their roles in the Woonsocket Education Department.

Employees who are in direct contact with students are role models in Woonsocket. The following guidelines for professional dress are hereby established:

Sport jackets, suits, ties, skirts, dresses, blouses, sweaters, turtleneck shirts, collared shirts, slacks, pants, and capri pants are all considered acceptable attire. **Shoes should be safe and low-heeled.**

Examples of unacceptable attire include clothing that contains a logo contrary to the mission of the district, is designed to have the midriff or excessive cleavage exposed, clothing that is used for exercise (with the exception of physical education teachers), shorts, mini-skirts, or beachwear.

Jeans are not acceptable on a regular school day, but are approved for a special event, such as an occasional dress down day.

Second Passage 9-22-2010

**POLICY
CHAPTER V
CERTIFIED PERSONNEL**

P5-1 Woonsocket Teachers' Guild Agreement.

The agreement between the School Committee and the Woonsocket Teachers' Guild which from time to time is currently in effect shall be incorporated herein by reference.

P5-2 Employment.

P5-2.1 Recruitment. The Superintendent, or his/her designee, may appoint a committee of appropriate staff members to interview applicants and to make recommendations to the Superintendent. The Superintendent shall review the recommendations and make such recommendations to the Committee as appropriate.

P5-2.2 Selection. Certified employees shall be appointed by the School Committee only upon recommendation of the Superintendent of Schools. Before appointing a certified employee, the School Committee shall consider the Superintendent's recommendation if he/she has made one; otherwise, the Committee shall request the Superintendent to submit a recommendation with respect to the proposed appointment. It shall be the Superintendent's responsibility to present candidates who meet state certification requirements and who possess the qualities necessary to be successful teachers in the Woonsocket Schools. [WPM Ch. III, S.2 Revised]

[G.L. 16-2-11]

P5-2.3 Appointment. A position shall be offered to the best candidate on the basis of academic and professional training, test results, interview, rating, teacher experience and personal talents.

P5-2.4 Continued Employment. Retired teachers may be employed as substitute or replacement teachers at the discretion of the Superintendent and in accordance with State law.

P5-3 Responsibilities of Teachers.

P5-3.1 General Duties. Each teacher shall discharge his/her duties in accordance with the policies of the School Committee and the rules and instructions of the Superintendent and Principal. He/she shall perform all other functions which the law, the School Committee or his/her administrative superiors may require of him/her.

P5-3.2 Non-classroom Service Duty. Certified personnel may be assigned to classroom or non-classroom duties deemed appropriate and necessary for the efficient and proper orientation of the schools.

P5-3.3 Staff Meetings and Committee Work. All staff members shall attend staff meetings and serve on committees as part of their normal duties and responsibilities.

P5-3.4 Discipline. A teacher shall hold every student accountable for disorderly conduct in school, on the playgrounds of the school during recess and during extracurricular activities and class trips.

Teachers shall report to their principal any acts of damage to school property immediately.

[adopted 3/24/93]

P5-3.5 Policies and Regulations. All policies and regulations which teachers are expected to observe and/or carry out must be written and distributed to every teacher in each unit or building. All new teachers shall receive a copy of the School Committee policies and regulations.

CERTIFIED PERSONNEL

P5-3.6 Policy Familiarity. All employees shall be familiar with the policies and administrative regulations of the Woonsocket Education Department, whether they derive from negotiated contracts or otherwise formulated. At the beginning of each school year, all principals shall inform the pupils in their building of the policies and regulations which relate to the pupils and to the government of the schools, and shall carry into effect all regulations and directions of the Superintendent in regard to the management of their respective schools.

P5-3.7 Contractual Obligations. The contractual and professional obligations of a certified teacher shall include planning, teaching, grading papers, recording all student grades, keeping student records, registers, and making all the aforesaid available to his or her administrators on demand, counseling school meetings, parent-teacher conferences, occasional evening supervision, and other assignments necessary for the proper operation and maintenance of the curricula program.

[G.L. 16-12-4]

P5-3.8 Instructional Duties. Teachers shall assume responsibility for understanding the scope and aims of the curricula program. During school hours teachers shall devote themselves exclusively to public school work; shall strive to inspire their pupils with an enthusiasm for study and to impress upon their minds the virtues of truth, patriotism, charity, temperance, industry, neatness and order, in contrast with the vices of falsehood, profanity, idleness and disorder.

[WPM Ch. VI, S. 12]

[G.L. 16-12-3]

P5-3.9 School Day. All school rooms shall be opened and the teachers shall be present, both morning and afternoon 15 minutes before the time fixed for the session to begin, and if not so present they shall report themselves to the principal and immediate supervisor as tardy. The teachers shall require the pupils to be promptly in their seats and shall commence and close the exercises of the schools punctually, at the prescribed hours. Teachers shall remain in their respective school rooms, teaching stations or department offices at least 15 minutes after the close of the afternoon session.

[WPM Ch. VI, S.2]

P5-3.9a Leaving Building. Teachers may leave the building during their unassigned periods with the permission of the school principal or his/her designee, provided they sign out upon leaving and sign in upon returning. Permission shall not be withheld without valid reason.

P5-3.9b Directive for Administrative Management:

1. All teachers who leave the building, except as noted in #2 below, for any reason, must get specific permission from the principal or assistant principal for each instance of leaving, and their leaving and returning will be documented. No "standing" permission to leave on a regular basis will be granted.

2. All itinerant teachers (elementary music, art, etc.), and non-classroom teachers (guidance, psychologist, etc.) who leave the buildings as part of their normal professional duties, need not get permission to leave, but their leaving and returning will be documented for informational purposes.

3. Documentation of #1 and #2 above, will be kept separately. This documentation will include the following: name, destination, reason for leaving, time out, time in, and phone number where individual can be reached, if appropriate.

4. Reasons for leaving the buildings as specified might be personal, such as an emergency at home or an appointment that can't be scheduled outside of the school day; or school-related, such as purchasing materials for school lessons.

5. The practice of leaving the building by classroom teachers is expected to be infrequent.

6. Principals will check the sign-out book at least weekly.

[adopted 10/14/92]

CERTIFIED PERSONNEL

P5-4 Temporary and Part-Time Teachers.

P5-4.1 The Superintendent shall approve certified individuals for temporary substitute work.

P5-4.1a Substitute Hiring Policy.

1. All current substitutes with more than 200 days will be evaluated independently by at least two principals for whom they have worked.

2. Ranking will be done on the basis of the evaluation scores.

3. A "call list" will be prepared within categories A through G, certification, special skills, and evaluation ranking will also be considered as follows:

A. First: Woonsocket residents available anytime (already credited with 200 or more days).

B. Second: Others available anytime (already credited with 200 or more days).

C. Third: Woonsocket residents with less than 200 days and available at anytime.

D. Fourth: Others available at anytime with less than 200 days.

E. Fifth: Woonsocket residents available only on certain days.

F. Sixth: Others available only on certain days.

G. Seventh: Retirees

4. Substitutes for all levels (Elementary, Middle and High School) will be called according to the above list. Refusals will be documented for future reference.

[adopted 11/18/93]

CERTIFIED PERSONNEL

P5-4.2 Student Teachers. The school district may cooperate with neighboring colleges in providing supervised practice-teaching experiences. Student teachers shall be placed with experienced staff members who volunteer to perform this service.

P5-5 Employment Conditions.

P5-5.1 Orientation. Each building principal is responsible for the orientation of new teachers.

P5-5.2 Assignment, Transfer, Promotion, Demotion.

a. The transfer of a staff member to a position in another school in the district shall be made by the Superintendent or his designee, for good use.

b. A vacancy shall be filled by the best available candidate, whether located within or outside the school system.

P5-5.3 Professional Growth.

a. The School Committee deems it in the best interest of the district to provide opportunities for professional growth as it deems appropriate.

b. At the discretion of the School Committee, financial assistance may be provided to a teacher for reimbursement of reasonable expenses incurred by the teacher in taking advantage of such opportunities.

P5-6 Sexual Harassment (See Policy P2-20)

P5-7 Smoke Free Environment (See Policy 2-19)

**POLICY
CHAPTER VI
NONCERTIFIED PERSONNEL**

P6-1 R.I. Employees Council Number 94, Local Number 1137, Agreement

The agreement between the School Committee and the R.I. Public Employees Council Number 94, Local Number 1137, American Federation of State, County, and Municipal Employees, which from time to time is currently in effect shall be incorporated herein by reference.

P6-2 Employment.

The Superintendent of Schools shall be responsible for the recruitment of non-certified personnel for employment by the School District. It shall be the duty of the Superintendent to insure that persons nominated for employment meet all qualifications established by law and by the School Committee for the type of position for which nomination is made. To the extent practical, vacancies shall be posted within the School System.

The Superintendent, or his/her designee, may appoint a committee of appropriate staff members to interview applicants and to make recommendations to the Superintendent. The Superintendent shall review the recommendations and make such recommendations to the Committee as appropriate.

P6-3 Employment Conditions.

P6-3.1 Supervision. Assignment of non-certified employees shall be directed by the Superintendent in conjunction with the Director of Administration and Finance. Each employee shall be informed as to his/her immediate supervisor or of any joint supervision over him/her.

P6-3.2 Assignment, Transfers, Promotions, Demotions.

Assignments, transfers, promotions and demotions shall be recommended by the Superintendent to the Committee for their approval.

The Superintendent may, with the approval of the School Committee suspend any non-certified employee and report such suspension to the School Committee at the next meeting. The School Committee shall take such further action for the restoration or removal of such person as it deems proper.

P6-3.3 Evaluation. The immediate supervisor shall be responsible for the evaluation of all non-certified personnel.

P6-3.4 Policy Familiarity. All employees shall be familiar with the policies and administrative regulations of the Woonsocket Education Department, whether these stipulations derive from negotiated contracts or are otherwise formulated.

P6-4 Custodial Service.

P6-4.1 Supervisor of Maintenance. The Supervisor of Maintenance, custodians and maintenance persons shall be under the general direction of the Director of Administration and Finance and the Superintendent of Schools. The Supervisor of Maintenance shall have general oversight of the work of all custodians and maintenance persons and shall enforce the regulations of the School Committee and Superintendent of Schools.

The Supervisor of Maintenance shall possess sufficient mechanical and construction skill and the knowledge to oversee the operation of the school plant and to instruct the custodians and maintenance persons in more efficient techniques of working. He/she shall have supervisory experience in plant maintenance. He/she shall make periodic inspections of school buildings, issue an annual report to the Superintendent of Schools and to the School Committee listing all essential and major repairs needed to the school buildings. He/she shall have such other qualifications and duties as more specifically set forth in his/her job specifications.

[WPM Ch. 9, SS 1 & 2]

P6-4.2 Qualifications of Custodians Every applicant for the position of custodian in a school building must furnish satisfactory evidence to the School Committee that he/she has sufficient knowledge, and is in every respect qualified to manage the apparatus used in heating the building. He/she must also possess sufficient mechanical skills to make necessary repairs, and to protect, as far as practicable, against damage to any portion of the school property arising from the use of the apparatus. Maintenance persons and helpers should be able to perform their respective work equal to that of a journeyman of their respective trades. They are also to perform all necessary work in a general manner, to make necessary repairs against damage to any portion of the school property. They are also responsible for all general cleaning and maintenance of the school building and grounds. They are responsible for the general security and fire safety of the building. Helpers must possess sufficient mechanical skill and ability to make necessary repairs as far as practicable.

Women custodians shall discharge all duties required of them in areas assigned to them by the supervisor of maintenance.

[WPM Ch. 9, S 3]

P6-5 School Crossing Guards.

The district shall provide: flags, belts, apparel and devices to students acting in the capacity of school crossing guards, and such equipment shall be made from retro-reflective and fluorescent materials visible both day and night at 300 feet to approaching motorists using lawful low beam headlights.

[G.L. 16-2-31]

P6-6 Sexual Harassment (See Policy P2-20)

P6-7 Smoke Free Environment (See Policy P2-19)

POLICY

CHAPTER VII BUSINESS

P7-1 Finance and Financial Management

P7-1.1 Responsibility. Financial management for the Woonsocket School District shall be the responsibility of the School Committee, the Superintendent and the Director of Administration and Finance. The Superintendent shall administer the school budget, making expenditures and commitments with School Committee approval.

P7-1.2 Management of Funds. The School Committee or the Superintendent shall make such regulations for the management of funds as they deem appropriate.

P7-1.3 Expenditures.

a. **Purchases of Materials and Services.** The following policies shall apply in the purchasing of materials and services:

1. **Prohibited.** No employee of the Woonsocket Education Department or School Committee member shall be financially interested, directly or indirectly, in the profits of any contract, job, work, or service to be performed to the Woonsocket Education Department, or in the sale or lease to or from the Woonsocket Education Department of any land, property, materials, supplies, or equipment. No employee of the Woonsocket Education Department shall receive any commission, discount, bonus, gift, contribution or award or share in the profits of any person, corporation, or partnership making or performing such a contract. Contracts for the provision of materials or services to or for school-related group activities, or school-related club functions of students in the Woonsocket Education System are expressly declared to be within the provisions of the instant prohibition. The School Committee shall have authority to waive compliance with the provisions of this subsection when it finds such action to be in the interest of the Woonsocket Education Department.

2. **Effect of Stock Ownership in Contracting Corporation.** When the contractor with the city shall be a corporation, the ownership of less than five percent of the stock or shares actually issued shall not be considered as involving an interest in the contract within the meaning of the foregoing paragraph, unless the owner of such stock or shares is also an officer, director, or agent of the corporation, or solicits or takes part in the making of the contract.

3. **Penalties.** Any contractual obligation incurred in violation of paragraphs 1 and 2 above pertaining to financial interest shall be void. Any employee of the Woonsocket Education Department who willfully violates paragraphs 1 and 2 above pertaining to financial interest shall be subject to suspension or dismissal for such violation.

4. **Bids.** All advertisements for bids and letter of contracts shall be administered by the Director of Administration and Finance under the direction of the Superintendent. The Director of Administration and Finance shall advertise proposals for furnishing supplies, except as otherwise provided herein, the need for which can be anticipated for the ensuing school year. The School Committee may contract with any responsible bidder it deems to be in the best interest of the Woonsocket Education Department, not necessarily the lowest bidder, or may reject any or all bids. The Committee may authorize

the purchase, without such advertising, of textbooks and kindergarten supplies, food supplies, furniture, or equipment, in an amount not exceeding \$5,000. Purchases in excess of \$5,000.00 will use a sealed bid or sealed request for proposal format and comply with state law. All purchases in excess of \$2,000.00 and not more than \$5,000.00 shall be by written specifications and written bids and wherever possible at least three (3) bids shall be obtained for each purchase. [amended 4/12/95]

1. Any bid under \$1,000 made by business establishments domiciled for three months and paying taxes within the City of Woonsocket shall be entitled to a 5% reduction in the bid price submitted. [amended 4/12/95]

2. Any bid over \$1,000 to \$4,999.99 made by business establishments domiciled for three months and paying taxes within the City of Woonsocket shall be entitled to a 3% reduction in the total bid price. On any bid over \$5,000 State Law shall apply. [amended 4/12/95]

3. If bids are received in duplicate from city vendors, the contract will be awarded by lot, or if possible, divided in equal portions.

4. Whenever a contract shall be awarded or a purchase made by virtue of the above provisions, said contract or purchase shall be made at the net bid price, and not at the net bid price reduced by the percentage that applies. [adopted 5/25/83]

c. **Purchase Orders.** All requisitions for school purchases shall be in writing, approved by the appropriate supervisor, and forwarded to the Director of Administration and Finance. The Director of Administration and Finance shall be solely authorized to make purchases or place orders and nothing shall be purchased without written permission. Purchase orders shall indicate the address for delivery and the employee ordering the products or services and shall certify that the goods were received in good condition before payment is approved.

d. **Salaries and Wages.** The Director of Administration and Finance shall be responsible for payment of salaries and wages in accordance with the terms of employment and amounts as set forth in agreements or as adopted by the School Committee. For non-administrative positions which must be filled between Committee meetings, the Superintendent may approve the appointment of an employee subject to ratification by the School Committee.

e. **Debt Service.** The Director of Administration and Finance shall be responsible for verifying the payment of principal and interest on bonds notes, and other legal indebtedness.

f. **Petty Cash.** The Director of Administration and Finance shall establish petty cash funds, none to exceed \$500.00 for the purposes of expediting small emergency purchases in the buildings and the reduction of invoice processing costs in the business office.

g. **Expenditures Exceeding Line Item in Operating Budget.** The Director of Administration and Finance and/or the Superintendent of Schools shall have authority, at his/her discretion, to transfer any unencumbered balance or portion thereof between

appropriation items within the school department in an amount not exceeding a total of One Thousand (\$1,000.00) dollars within a fiscal year.

Any transfer of unencumbered balances or option thereof between appropriation items within the school department which exceed the amount of One Thousand (\$1,000.00) dollars within a fiscal year must first be approved by the School Committee at one of its regular meetings.

Any expenses or proposed expenditure not originally appropriated in the fiscal year budget shall not be expended from any appropriated budget account without first being approved by the School Committee, regardless of its amount.

BUSINESS

P7-1.4 Purchases. All purchases shall be divided into the following three classes.

a. **Class I: In Excess of \$5,000.00.** Supplies estimated to cost in excess of \$5,000.00 in total and repairs estimated to cost in excess of \$5,000.00 in total. These shall be purchased under the following procedures:

1. They shall be advertised in at least one local newspaper. The advertisement shall include:

(a) Description of the supplies to be purchased.

(b) The time and place of the opening proposals or bids.

(c) The kinds of guarantees required. The last insertion of such advertisement must appear at least seven days prior to the time fixed for the opening of proposals or bids.

2. All proposals or bids in excess of \$5,000.00 must be accompanied by a certified check or bid bond for five percent of the total amount of the proposal or bid. The bid bond shall be issued by a surety company licensed to do business in Rhode Island. Such certified check, cash or bid bond shall be submitted as a guarantee that the bidder shall enter into a contract with the School Committee to furnish supplies in question on the terms proposed, if his/her proposal is accepted. Everyone so contracting with the School Committee, if the contract provided for furnishing labor and material for any building operation, must furnish the usual statutory bond, but in all other contracts a completion bond issued by a surety company licensed as above mentioned. The School Committee may waive the furnishing of a completion bond but not the statutory bond.

3. All proposals or bids received shall be open and read publicly at the time and place announced in the advertisement. Contracts for the purchase of supplies as set forth in the rule shall be awarded only on approval of the School Committee.

4. In order to encourage competitive bidding the Director of Administration and Finance shall compile and keep current vendors list which shall contain the names of vendors who sell such supplies or make such repair and who may be interested in submitting proposals or bids. The name of any vendor may be added to such list at the vendor's request. The Director of Administration and Finance shall notify the vendors who sell anything on the proposal or bid list, either verbally or in writing, of the supplies or

repairs for which proposals or bids will be accepted, at least seven days before the opening of such proposals or bids. The name of any vendor who does not submit a proposal or bid on three consecutive occasions after being invited to do so, or whose previous performance has not conformed to the bid requirements, may be removed from the vendors list by the Director of Administration and Finance.

b. Class II: Emergency Purchases.

1. Emergency purchases shall be those purchases deemed to be purchases of supplies or repairs which are absolutely essential to keep a school building or a unit of the school system in normal operation and which cannot be purchased as provided in Class I because the delay would seriously affect the normal operation of a school unit or the school system.

2. The Director of Administration and Finance shall have the right to make such emergency purchases without competitive bidding and without the previous approval of the School Committee. Such emergency purchases shall be made with the approval of the Superintendent.

3. The director of the vocational facility shall be authorized to make purchases of materials and/or equipment when necessary. The materials and/or equipment shall include, but not be limited to, the purchase of used auto- mobiles, buses, trucks, and other vehicles, used and/or new parts for automobiles, materials for construction of sheds, garages, and/or houses. The cost on any one purchase shall not exceed \$4,000.00 and must be within the allocations provided in the vocational-technical facility budget.

c. Class III: Noncompetitive Purchase. Noncompetitive purchases shall be made in the manner provided as follows:

1. The Director of Administration and Finance shall have the authority to issue purchase orders for any of the following, with the approval of the Superintendent and without the prior approval of the School Committee, without competitive bidding or advertising for bids for:

(a) Supplies or repairs for the following items:

- (1) Textbooks
- (2) Magazines
- (3) Publications required by the School System
- (4) Transportation and freight
- (5) Public utilities
- (6) Postage
- (7) Home economics food purchases
- (8) Supplies, furniture or equipment
- (9) All food supplies in accordance with the decision of the cafeteria director.

2. The Director of Administration and Finance shall have the authority to issue purchase orders for any of the following provided he/she has the prior approval of the School Committee, and the Superintendent without competitive bidding or advertising for bids:

(a) Insurance

- (b) Licenses
- (c) Membership fees
- (d) Advertising
- (e) Professional services
- (f) Taxes
- (g) Rent
- (h) Laboratory tests of supplies

P7-1.5 Purchase Authority of the Superintendent. Notwithstanding any other provisions of this chapter, the Superintendent shall have the authority to make purchases or contracts for services for the School System not exceeding \$200.00 for any single expenditure, excluding all contractual items, utilities, and telephone. This provision shall apply until June 30, 1991.

BUSINESS

P7-1.6 Vocational Child Care Program. The director, or his/her designee, shall have the authority to purchase food supplies for the Child Care program to a maximum of \$100 per week.

P7-2 Audit.

P7-2.1 Audit Required. The School Committee may cause an audit of the district's accounts and financial transactions to be made. The audit should be completed not later than three months after the end of the school fiscal year. The audit shall be made only by a certified public accountant.

P7-2.2 Scope. Each audit shall include an audit of the books, accounts and moneys and a verification of all cash and bank balances of the board and of moneys derived from athletic events or the activities of any organization of public school students conducted under the auspices of the School Committee, from the date of the last audit to the date of the audit in question.

P7-2.3 Report. The report of each audit shall be filed by the certified public accountant making the same, with his/her recommendations, to the School Committee, and within five days thereafter the accountant shall file two duplicate copies certified under his/her signature in the office of the Superintendent. Within 30 days following the receipt of the report of the audit the Committee may, at a regularly scheduled public meeting, cause the recommendations of the auditor to be read and discussed and the discussion duly noted in the Committee minutes.

P7-3 Building, Grounds and Equipment.

7-3.1 Repairs to School Property. The Director of Administration and Finance, upon approval of the Superintendent, may authorize separate contracts for emergency repairs of school property up to a maximum of \$2,000.00 each, between Committee meetings and without advertisement whenever necessary to keep the property functioning efficiently; otherwise, contracts shall be presented and passed upon at a regularly called

meeting of the Committee. However, any expenditures of \$1,000.00 shall be reported to the School Committee immediately.

P7-3.2 Equipment Maintenance. The administration shall develop procedures for providing routing maintenance by outside contractors for specialized or complicated equipment as necessary and for utilizing local maintenance employees whenever feasible and economical for maintenance and repair of furniture and less specialized equipment.

P7-3.3 Inventory. The administration shall develop procedures for conducting periodic inventories of school property, including equipment and furniture.

BUSINESS

P7-3.4 Purchase of Equipment and Materials. Purchase of equipment and materials shall be based on specifications and criteria approved by the Superintendent.

P7-3.5 Transfer of Equipment and Materials. The Director of Administration and Finance shall have authority to transfer to or between offices or departments surplus, obsolete or unused supplies, materials and equipment and to sell any school department property other than real estate after approval of the School Committee.

P7-3.6 Inventory. The Superintendent of Schools and the Director of Administration and Finance shall establish and maintain a complete inventory for each school of supplies, materials and equipment, including but not limited to quantity, condition, age, and approximate value, etc.

It will be the responsibility of all school personnel assigned laptop computers to store this equipment in a secure locked place when not in use and to register the serial number of such equipment with the district's Technology Coordinator. Such laptop equipment will be listed as covered by the district's insurance policy. Limits and deductibles will be available for review in the business office.

In addition, those persons utilizing laptop computers will not store confidential student data on such equipment.

[amended 9/95]

BUSINESS

P7-3.7 Integrated Pest Management and Control Policy

The Woonsocket Education Department recognizes the importance of Integrated Pest Management by taking an environmentally sensitive approach for preventative as well as responsive practices. Therefore, it is the policy of the Woonsocket Education Department to recognize and treat a potential pest problem with the least amount of chemicals and eliminating the source as part of our in-house program as well as treatments by our licensed pest contractor. Woonsocket Education Department shall only allow pesticide applications to be performed either by school staff holding a valid Commercial Pesticide License or certification or contract with a pest control company, whose employees are licensed or certified to perform pest control services. The application of any pesticide is subject to all federal, state and local regulations.

Definition of Pests:

Pests are populations of living organisms – animals, plants, or microorganisms – that can interfere with the use of the school site(s) for human purposes. Strategies for managing pest populations will be influenced by the pest species, habitation, and whether that species poses a threat to people, property or environment.

Reasons for Pest Management:

Reduce potential human health hazard or to protect against a significant threat to public safety.
Prevent loss or damage to school structures and/or property.
Prevent pest from spreading into surrounding areas.
Maintain healthy environmental quality for students, staff and others.

Integrated Pest Management procedures determine when to control pests and whether to use mechanical, physical, cultural, or chemical application, if any. Cost of staffing, chemicals, or methods alone will not be adequate justification for use of chemical control agents. Pesticide purchases, when necessary, will be limited to the amount needed for each application and will be stored in an appropriate secured area not accessible to students or unauthorized personnel. No pesticide shall be applied within any building or on the grounds of any school during regular school hours or during planned activities at any school, except for an emergency application to eliminate an immediate threat to human health. Storage and disposal will be in compliance with the EPA registered label directions and state regulations.

This policy will be made available to staff, students, pest managers and public about potential school pest problems and the Integrated Pest Management procedures used to achieve the desired objectives. Records of pesticides used shall be maintained in each school office and at the Facilities Office located in the Administration Building, located at 108 High Street Woonsocket, RI.

School staff and students will be notified annually of scheduled inspections and pesticide treatments other than normal exterminating services. Each school in the Woonsocket Education Department shall maintain a registry of persons requesting pre-notification of pesticide application. Notices will be sent home, by any means practical, to the parents, guardians of any child enrolled at such school and to the staff of such school not later than one (1) week after such application.

Questions and/or concerns regarding this policy may be sent to the Director of Facilities at 108 High Street.

Adopted 10/27/04

P7-4 Expenses of Employees and School Committee Members.

The Director of Administration and Finance shall reimburse employees or School Committee members within annual budgetary limitations for certain expenses incurred on behalf of the Woonsocket School District. These expenses shall be as follows:

Telephone expense for school system business.

All overnight out-of-town travel expenses must be approved the School Committee.

A. Travel, Lodging, Food and Miscellaneous Incidentals

Reimbursement for travel, lodging, meals and incidentals will be based on rates set under the Federal Travel Regulation as published in the most current edition of the Federal Register. These regulations set the maximum allowances prescribed for reimbursement of per diem expenses incurred during official travel within CONUS (the continental United States).

B. Registration: Conference registration fees to be reimbursable at the actual cost rate specified.

C. Receipts/Reports

Receipts of expenditures will be submitted to the Director of Administration and Finance upon the return of the individual from his/her trip.

Conference attendees will be required to share the information gained with their colleagues upon return.

[amended 7/28/99]

P7-5 Monthly Financial Report.

Monthly reports shall be prepared by the Director of Administration and Finance and shall be submitted to the Committee.

The reports shall be available to the public upon request. Copies may be provided at a charge of \$10.00 each.

P7-6 Food Services and Transportation.

The business operations and management of school services and school buses shall be the responsibility of the Director of Administration and Finance and the Transportation Coordinator.

BUSINESS

P7-7 Gifts, Grants and Bequests.

All grants, gifts or bequests of a value of 100.00 or more shall be reported promptly to the School Committee. The report shall include a description of the item. The title to all gifts, grants and bequests shall rest with the district and not with any particular school. In practice it shall be the policy to maintain the given items within the school to which donated.

No grant, gift or bequest shall be accepted if title cannot be fully conveyed and the project fully completed within a single fiscal year. In all cases, the School Committee may refuse to accept any grant, gift or bequest.

WHEREAS, certified public school teachers and municipal employees in Rhode Island have been accorded the right to bargain on a collective basis with school committees;

WHEREAS, the Woonsocket School Committee and its agents, on behalf of the Woonsocket Education Department, engage in collective bargaining with unions certified by the Rhode Island Labor Relations Board.

WHEREAS, public officials and employees must avoid the appearance of impropriety;

NOW, THEREFORE, it is declared to be the policy of the Woonsocket Education Department as follows:

1. The persons who are subject to this policy are:
 - (a) Members of the Woonsocket School Committee;
 - (b) The Woonsocket Superintendent of Schools;
 - (c) All employees of the Woonsocket Education Department
2. No person subject to this policy shall accept a gift from any union with which the Woonsocket School Committee bargains collectively, **any provider of services or goods**, or from any agent or representative thereof. **{revised 3-14-07}**
3. No person subject to this policy shall give to any union with which the Woonsocket School Committee bargains collectively, or to any agent or representative thereof, any gift paid from public funds.
4. For purposes of this policy a gift is defined as goods or services of any amount including, without limitation, dinners at restaurants; and flowers, fruit, candy (except as an expression of bereavement).

First Passage 3-14-07

Second Passage 3-28-07

BUSINESS

P7.8 Life Insurance

It is the policy of the Woonsocket Education Department (WED) that employees who retire from WED, while covered by group life insurance through their employment by WED, eligible to continue such coverage after retirement from employment so long as premiums for such coverage are timely paid by the retired employee. This policy includes the obligation of the retired employee to ensure timely payments of premiums to avoid cancellation of such coverage.

In the event such retired employee's life insurance coverage is cancelled because of non-payment of premium or failure to timely pay, it shall be the policy of WED to permit or consent to reinstatement of such coverage on the following conditions:

- (i) Reinstatement is permitted by the life insurance company
- (ii) The retired employee complies with the terms for reinstatement established by the life insurance company
- (iii) All past due premiums are paid prior to reinstatement of coverage.

{Approved 9-13-06}

POLICY CHAPTER VIII COMMUNITY RELATIONS

P8-1 General Policy.

The School Committee believes that a community which understands the purposes and activities of the schools is better able to make decisions concerning their support and improvement and subscribes to a policy of public relations which shall promote widespread community interest, understanding and approval of the school system and its programs.

P8-2 Communication with the Public.

P8-2.1 School Committee. Individual committee members shall bring to the attention of the School Committee and Superintendent the expressed opinions, interests and desires of the people concerning the school system and through community contacts shall interpret school curricula, programs and policies for the citizens. School Committee members shall refer citizens with complaints to the Superintendent of Schools.

P8-2.2 Superintendent. The Superintendent shall be the intermediary between the schools and the public, and information to the public shall be channeled through him/her or his/her designee.

P8-2.3 Principals, Teachers and Supervisors. The role of principals, teachers and supervisors in public relations shall be to show parents and the community the work of the schools and to build and maintain friendly and cooperative relations between the schools, parents and the community.

P8-3 Public Participation in the Schools.

P8-3.1 Visits to the Schools. The School Committee welcomes parents and local citizens to the schools. If such visits occur during school hours, visitors shall comply with regulations established by the administration. Teachers shall not permit solicitors to take their time or students' time without permission from the Superintendent.

P8-3.2 Community Associations and Organizations. The School Committee shall recognize and support the school parent-teacher groups as a major means of cooperation between school personnel and parents. All school district employees shall be encouraged to assist in the activities of the local school parent-teacher associations. Staff members shall be encouraged to become active members of these associations. The School Committee shall encourage services to the schools by community organizations, which shall be provided in consultation with the professional staff and in accordance with board policies and administrative regulations.

P8-3.3 Citizen Questions. Citizen questions regarding matters affecting the school system may be brought to the attention of responsible authority in accordance with the following guidelines:

a. If the matter concerns a teacher or a member of the administration, the first level of authority shall be the immediate superior of the staff member.

b. If the matter concerns a particular school, the first level of authority shall be the principal of the school.

c. If the matter concerns instructional methods or materials or board policies or regulations, the first level of authority shall be the Superintendent or his/her designee.

d. Any citizen question which has not been answered satisfactorily at the first level of responsible authority may, upon request of the citizen, be considered by higher authority up to and including the School Committee. The consideration of a citizen question by the Committee, except where it involves the policies or regulations of the district, shall be treated as an appeal from the disposition of the matter by the administration.

e. Any citizen question which is brought to the attention of the School Committee in the first instance shall be referred to the appropriate level of responsible authority in accordance with the guidelines established by this subsection.

f. If a matter has been referred to responsible authority other than the Superintendent, or his/her designee, a detailed, written report of the matter and its disposition shall be furnished to the Superintendent. At the time the matter is reviewed the citizen shall be notified that he may, if dissatisfied with the disposition at this level, request review by the Superintendent, or his/her designee, and if dissatisfied with this review, request review by the School Committee.

g. In cases of emergency or where the matter will become moot unless there is an opportunity for prompt and definitive review or consideration, the matter may be taken up directly by the Superintendent or the School Committee and his/her or its discretion.

h. Any citizen question may, at the discretion of the responsible authority considering the question or at the request of the citizen raising the questions, be deemed confidential or unfairly prejudicial if considered publicly and may thereafter be considered privately.

i. It shall also be the duty of the commissioner of elementary and secondary education to interpret school law and to decide such controversies as may be appealed to the commissioner from decisions of local school committees.

[G.L. 16-1-5]

COMMUNITY RELATIONS

P8-3.4 Parent's and Family's Role in the Woonsocket Education Department and Its School System. (Parent Involvement Policy – Handbooks)

a. **Philosophy.** The Woonsocket Education Department believes that parents and families are the first and most influential teachers of their children. For this reason, they must be actively involved in all aspects of the learning process. Most importantly, parents and families must serve, with the schools, as positive role models encouraging a positive attitude about learning.

In their role as advocates for their children, parents and families know best what their child's needs are. The responsibility to meet the child's educational needs must be shared equally between parents and families, teachers, administrators and the community to ensure that all children are educated to their fullest potential.

b. **Roles:** The Woonsocket Education Department fully supports parents/family initiated interactions with all staff within the guidelines of safety and security policies of the Woonsocket Education Department to encourage as much parent/family input as possible in the education process. It is the firm belief of the Woonsocket Education Department that the more actively involved parents are in the education process, the greater the academic success of each child.

1. Parents and families are encouraged and where possible expected to:
 - a) Assist in getting their child to school on time and ready to learn.
 - b) Help with the child's academic responsibilities at home.
 - c) Extend the educational experience beyond the school to the home.
 - d) Collaborate with teachers on student goals.
 - e) Get to know their child's school, its aims and its attitude towards family values and beliefs.
 - f) Be involved in the classroom with teachers, administrators, and peers.
 - g) Visit the school and district websites as a means of becoming better informed about the schools and their activities.
 - h) Inform the school and bus driver/monitor of any medical condition so adequate preparation may be made in case of an emergency.
 - i) Inform the school of any changes in telephone numbers, address and/or changes in emergency contact information.
 - j) Be present at school-sponsored meetings and functions whenever possible.
 - k) Volunteer when needed.
 - l) Attend Parent/Teacher conferences and meetings as scheduled..
 - m) Serve as representatives to school and district teams and committees including, but not limited to, District Strategic Planning Committee, Curriculum

Committees, Title I Committees, School Improvement Teams, Advisory Councils.

- n) Be aware of the curriculum and community resources available.
 - o) Get together with other parents and families and around common issues.
 - p) Participate in the political process of public education.
 - q) Have a say in shaping the direction of education, e.g. school improvement teams, future planning, policy issues, advisory councils.
2. Educators in the Woonsocket Education Department pledge:
- a) Learn about parents and families "goals for their child as well as family circumstances and culture, seeking and acknowledging parents, families, perspectives and suggestions with regard to their child's learning.
 - b) Welcome parents and families into policy making decisions.
 - c) Give parents a voice in policy decisions.

 - d) Communicate regularly with parents and families using a variety of tools including, but not limited to, monthly newsletters, e-mail, listervs, phone, contacts, home visits, websites.
 - e) Allocate regular faculty meeting times to discuss parent and family involvement, involvement practices that have been successful in the school and information from other sources on new ideas.
 - f) Encourage, empower and collaborate with parents and families as active partners in the classroom setting.
 - g) Be aware of community resources available.
 - h) Actively participate in school-sponsored meetings and functions, as well as parent/teacher activities (e.g PTO, PTA, Advisory Councils, School Improvement Teams).
 - i) Actively seek parent/family and community representation on school and district teams and committees including, but not limited to; District Strategic Planning Committee, Curriculum Committees, Title I Committees, School Improvement Teams, Advisory Councils.
 - j) Support parents and families having a say in shaping the direction of education, (e.g. School Improvement teams, Future planning and policy issues).

*Developed with acknowledgement of the work of Dr. Kathleen Hoover-Dempsey, Associate Professor of Psychology, Peabody College and Chair of the Department of Psychology and Human Development; Associate Professor of Education.

[Adopted 6/27/07 Second Passage]

P8-4 Teacher and Student Activity in the Community.

P8-4.1 Teacher Participation in Community Life. Teachers shall be encouraged to participate actively in community life to an extent consistent with their professional obligations.

P8-4.2 Student Activities.

a. **Student Contests.** Student contests sponsored by outside organizations frequently stimulate student interest in academic achievement in competition with students from other schools. The Superintendent may approve local participation in such contests if they:

1. Are open to student without regard to race, color, creed or heritage.
2. Permit voluntary participation by students.
3. Serve purposes in harmony with the purposes of the school.
4. Do not promote commercial products or partisan viewpoints.
5. Provide valuable educational experiences not provided by normal school activities.
6. Can be undertaken without conflicting with the regular commitments of faculty and students who do not require an entrance fee.
7. Are planned for effective administration and adequate and objective evaluation.

b. **Drives.** No function of a commercial nature involving the use of the Woonsocket Department of Education shall be permitted. A request for a money-raising, soliciting or selling campaign, publicity program or "week" observation shall be submitted to the immediate supervisor, who shall then present it to the School Committee for action.

c. **Student Entertainment.** Pupils, groups of pupils, and organizations of pupils connected with any of the schools shall be permitted to give public entertainments, represented or advertised as conducted by persons connected with any of the public schools, in places other than the public school buildings, only with the approval of the School Committee.

[WPM. Ch. 3, S6]

COMMUNITY RELATIONS

P8-5 PUBLIC USE OF SCHOOL FACILITIES

P8-5.1 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.

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.

P8-5.2 Definitions:

1. **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.

2. **Community Groups:** A community 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.

3. **Out Of Town Groups:** An out of town group shall be considered as a formally organized groups 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.

4. **Minimal Costs:** Minimal costs for facility use 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.

5. **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

P8-5.3 USE OF SCHOOL BUILDINGS

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 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 PTA/PTO
 - d. Approved Thursday use as specified within this policy.
 - e. Use by the Board of Canvassers for holding elections.
 - f. City-sponsored events that are sponsored and supervised by the Parks and Recreation Dept.
 - g. Other as authorized by the School Committee.
5. Other educational activities and/or services to be provided throughout the school year by organizations and endorsed by the Office of the Superintendent of the Woonsocket Education Department will be controlled through annual contracts setting forth all conditions and requirements for facilities use, subject to annual School Committee approval. Said contracts are not subject to the procedures that follow in Section P8.5-3B.

(amended 12/19/02)

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 to 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 week nights** 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.

[amended 2-28-07]

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 week 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.
 - 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. [amended 2-28-07]

2. Groups allowed to use school facilities on **Thursday week 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. Autumnfest Steering Committee (amended 12/19/02)
 - k. Kids-Klub- (amended 2-28-07)
 - l. Woonsocket Redskins Cheerleaders (amended 2-28-07)**
 - m. Other as approved by 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 facilities which takes its authorization from this policy must comply with the following expectations:

1. Payment of all rental fees shall be at least three (3) days prior to the use of any facility.
2. Any refundable security deposit shall be made at least three (3) days prior to the use of any facility
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 areas 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 Woonsocket Education Department with an appropriate insurance certificate.

[amended 1/22/97]

June 19, 2007

WOONSOCKET EDUCATION DEPARTMENT'S INTERNET ACCEPTABLE USE / SAFETY POLICY

EDUCATIONAL PURPOSE AND USE:

1. The use of the Internet has been provided to teachers and students as a tool of educational application. Use of the Internet for illegal, commercial, or unethical actions is strictly prohibited. All illegal activities, such as, transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material, or material protected by trade secret.
2. The Technology Committee, School Administration, and/or the School Committee reserves the right to place reasonable restrictions on any material accessible throughout the Woonsocket School Area Network and the Internet deemed 'educational unacceptable'¹.
3. The use of the Internet must be for educational and research activities and be consistent with the educational objectives of the Woonsocket Education Department.
4. All students and personnel of the Woonsocket School Department take full responsibility for his or her own actions in regards to the use and handling of technology and the use of the Internet, network and email.
5. The Woonsocket School Department complies with CIPA, the Children Information Protection Act. CIPA requires that schools and libraries that receive specific federal funds must certify to the funding agency that they have in place an Internet Safety Policy **and an Internet Filtering Mechanism. The Woonsocket School Department uses an Internet filtering mechanism to** block access to obscenity, child pornography, or material harmful to minors. **Our policy also prohibits** hacking, chat rooms, disclosure of personal information concerning children, and unlawful activities of children online, **and inappropriate use of email.** * In accordance with all elements and regulations of CIPA.

* *E-rate schools, minors 47 USC § [254\(h\)\(5\)\(B\)\(i\)](#), E-rate schools, adults 47 USC § [254\(h\)\(5\)\(C\)\(i\)](#); libraries, minors 47 USC § [254\(h\)\(6\)\(B\)\(i\)](#); libraries, adults 47 USC § [254\(h\)\(6\)\(C\)\(i\)](#); Schools under Education Act Sec. [3601\(a\)\(1\)\(A\)\(i\)](#), Libraries under Museum and Libraries Act 20 U.S.C. [9134\(f\)\(1\)\(A\)\(i\)](#).*

ACCEPTABLE USE:

PERSONAL SAFETY

1. Student personal information (including, but not limited to; names, phone numbers, addresses, etc.) will not be entered, transmitted, or posted over the *Internet without prior written authorization by school administration.*

¹ Educational Unacceptable is material that is not in compliance with the curriculum guidelines of the Woonsocket Education Department.

2. Students will never agree to meet someone they have met on-line without parental written approval. Parents who agree to such a meeting are responsible for arranging appropriate supervision.
3. The computer operator will not use the network or the Internet in such a way as to disrupt access by others (such as downloading huge files, sending mass e-mail messages, or annoying/harassing other users). Respect the privacy of other users - all communications and information should be assumed to be private property.

COMPUTER SYSTEM SAFETY

1. Unauthorized access to 'educationally unacceptable' areas of the network, both within the Woonsocket Wide Area Network and the Internet, is not permitted.
2. The computer user will immediately notify a Lab Coordinator or System Administrator of possible security risks.
3. The computer user will not download information over the Internet without the consent and guidance of a Lab Coordinator or System Administrator.

INAPPROPRIATE BEHAVIOR

1. The computer user will not use vulgar or other inappropriate language within the Woonsocket Area Network or the Internet.
2. The computer user will not post false or misleading information about any person, or organization.
3. The computer user will not use the network and the Internet to access, create, or publish material; that is profane or obscene (pornography), that advocates illegal acts, that advocate violence or discrimination toward people or organizations (also referred to as "Cyber-Bullying" or "Cyber-Stalking"), or that is not within the scope of educational use.
4. The computer user will not attempt to locate or request inappropriate material from the Internet.
5. The Internet has many sites, locations, and material. New material is being created every day. Because of these reasons it is possible for some material to escape the internet filtering mechanism of the Woonsocket School Department. If a computer user should happen to find this material he or she is to notify a teacher, administrator of the Technology Department immediately.

VIOLATION OF POLICY

If a user is found to be in violation of any of the statement detailed in the above mentioned policy, all network and Internet rights and privileges will be suspended until such an investigation shall be conducted. Upon completion of the investigate a decision will be given by the Building Administrator(s) to revoke or reinstate the computer users privileges. Such violations may also result in further disciplinary measures or legal actions.

LIMITATION OF LIABILITY

The Woonsocket School Department will make every effort to screen all material available on the Internet; however, it is possible for some of the vast amount of inappropriate information on the Internet to reach the computer user.

All terms and conditions as stated in this document are applicable to the Woonsocket Education Department, Woonsocket RI. These terms and conditions shall

be governed and interpreted in accordance with the laws of the City of Woonsocket and the State of Rhode Island, United States of America.

Woonsocket School Department Internet users apply for an Internet access by completing the attached form. The contract should be returned to the person from whom they received the contract. If a student does not have a signed permission form on file, they will not be allowed to access the Internet through the school. This copy of the Acceptable Use Policy is yours to keep for reference. This contract is renewable annually.

User Agreement and Parental Consent Form

The Student:

I have read the Woonsocket Education Department's "Internet Acceptable Use / **Safety** Policy" and I understand and agree to all of the provisions, rules, and regulations delineated within. *I understand that the use of the Internet is a privilege, not a right.* I further understand that any violations of the above guidelines will result in immediate suspension of my Internet privileges, and that as a result of such violations further disciplinary measures may be taken.

Print Student Name

Student's Signature

Date

The Parent/Guardian:

I am the parent/guardian of the above named student. I have read the Woonsocket Education Department's "Internet Acceptable Use / **Safety** Policy " and I understand and agree to all of the provisions, rules, and regulations delineated within. I hereby give permission for my child to use the Internet service provided by the Woonsocket School System. I do understand that my child is required to follow this policy. I further understand that there is a potential for my son/daughter to access information on the Internet that is inappropriate for students and that every reasonable effort will be made on the part of the faculty and staff of the Woonsocket School Department to restrict access to such information, but that my son/daughter is ultimately responsible for restricting himself/ herself from inappropriate information.

Print Parent/Guardian's Name

Parent/Guardian's Signature

Date

Woonsocket Education Department Network Security Policy

P9-1 Overview

The Technology Department's intentions for publishing a Network Security Policy are not to impose restrictions that are contrary to the Woonsocket Education Department's established culture of openness, trust and integrity. The Technology Department is committed to protecting the Woonsocket Education Department's employees, students and the school district from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media including but not limited to hard drives, network accounts providing electronic mail, WWW browsing, and FTP, are the property of the Woonsocket Education Department. These systems are to be used for educational purposes in serving the interests of the school district, and of our administration, staff, teachers, and students in the course of normal operations.

Effective security is a team effort involving the participation and support of every Woonsocket Education Department employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

P9-2 Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at the Woonsocket Education Department. These rules are in place to protect the employee and the Woonsocket Education Department. Inappropriate use exposes the Woonsocket Education Department to risks including virus attacks, compromise of network systems and services, and legal issues.

P9-3 Scope

This policy applies to employees, students, contractors, consultants, temporaries, and other workers at the Woonsocket Education Department, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by the Woonsocket Education Department.

P9-4 Policy

P9-4.1 General Use and Ownership

1. While the Woonsocket Education Department's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the districts systems remains the property of the Woonsocket Education Department. Because of the need to protect the Woonsocket Education Department's network, management cannot guarantee the confidentiality of information stored on any network device belonging to the Woonsocket Education Department.
2. For security and network maintenance purposes, authorized individuals within the Woonsocket Education Department may monitor equipment, systems and network traffic at any time, per the Technology Department's *Audit Policy*.
3. The Woonsocket Education Department reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

P9-4.2 Security and Proprietary Information

1. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts.
2. Because information contained on portable computers is especially vulnerable, special care should be exercised.

3. Employees must use extreme caution when opening email attachments received from known or unknown senders, which may contain viruses, email bombs, or Trojan horse code.

P9-4.3. System and Network Activities

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Woonsocket Education Department.
2. Unauthorized reproduction of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the Woonsocket Education Department or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs into the workstations, network or server (e.g., viruses, worms, Trojan horses, email bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
6. Using a Woonsocket Education Department computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
7. Making fraudulent offers of products, items, or services originating from any Woonsocket Education Department account.
8. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee and/or student is not an intended recipient or logging into a server or account that the employee and/or student is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
9. Port scanning or security scanning is expressly prohibited unless prior notification to and approval from the Technology Department is made.
10. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
11. Circumventing user authentication or security of any host, network or account.
12. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
13. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
14. Providing information about, or lists of, Woonsocket Education Department employees to parties outside the Woonsocket Education Department.
15. Leaving a logged on host unsecured.

P9-5 Email and Communications Activities

See Woonsocket Education Department's *Email Policy*

P9-6 Enforcement

Any employee, student or affiliate of the Woonsocket Education Department found to have violated this policy may be subject to disciplinary action.

Woonsocket Education Department Audit Policy

P9-7 Purpose

To provide the authority for members of the Woonsocket Education Department's Technology team to conduct a security audit on any system at the Woonsocket Education Department.

Audits may be conducted to:

- Ensure integrity, confidentiality and availability of information and resources
- Investigate possible security incidents to ensure conformance to the Woonsocket Education Department security policies
- Maintain software licensing compliance
- Maintain accurate inventories
- Quickly and accurately conduct system upgrades
- Monitor user or system activity where appropriate

P9-8 Scope

This policy covers all computer and communication devices owned or operated by the Woonsocket Education Department. This policy also covers any computer and communications device that are present on Woonsocket Education Department premises, but which may not be owned or operated by the Woonsocket Education Department.

P9-9 Policy

When requested, and for the purpose of performing an audit, any access needed will be provided to members of the Woonsocket Education Department's Technology team.

This access may include:

- User level and/or system level access to any computing or communications device
- Access to information (electronic, hardcopy, etc.) that may be produced, transmitted or stored on Woonsocket Education Department equipment or premises
- Access to work areas (labs, offices, cubicles, storage areas, etc.)
- Access to interactively monitor and log traffic on Woonsocket Education Department networks.

P9-10 Enforcement

Any employee, student or affiliate of the Woonsocket Education Department found to have violated this policy may be subject to disciplinary action.

Woonsocket Education Department Email/RINET Account Policy

P9-11 Overview

The Woonsocket Education Department provides employees with access to E-Mail/RINET accounts. All email accounts and their contents are the property of the Woonsocket Education Department.

P9-12 Purpose

The purpose of this policy is to inform employees on proper email usage. These rules are in place to protect the employee and the Woonsocket Education Department. Inappropriate use exposes

the Woonsocket Education Department to risks including virus attacks, compromise of network systems and services, and legal issues.

P9-13 Scope

This policy applies to employees, temporaries, and other workers at the Woonsocket Education Department who use school provided RINET accounts.

P9-14 Policy

The Woonsocket Education Department issues full time employees an Email/RINET Account. Although the employee may use the account at home to obtain Internet access, it is the property of the Woonsocket Education Department. All employees may obtain an email address for personal use. (such as; Yahoo, Hotmail, Mail City, Lycos, etc...)

P9-14.1 Acceptable Use

1. All Woonsocket Education Department employees conducting business on behalf of the district should always use their Email/RINET Account.
2. Account should be used to directly support the educational mission of the district.

P9-14.2 Unacceptable Use

The following activities are strictly prohibited, with no exceptions:

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within the Woonsocket Education Department's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by the Woonsocket Education Department or connected via the Woonsocket Education Department's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).
8. Posting of Woonsocket Education Department technical, operational or network related information.
9. Posting unauthorized information about or lists of Woonsocket Education Department employee's personal information including but not limited to name, address, e-mail address, or other such information.
10. Communications that violate Rhode Island, Federal or International laws.
11. Activities designed to interfere with the ability of other users to make effective use of the network.
12. Providing network access to other organizations and for commercial purposes.

P9-14.3 Security Information

Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts.

P9-15 Enforcement

Any employee, student or affiliate of the Woonsocket Education Department found to have violated this policy may be subject to disciplinary action.

Woonsocket Education Department Software Policy

P9-16 Overview

The purpose of the Woonsocket Education Department's Software Policy is to ensure all software is properly licensed and all copyright laws are followed.

P9-17 Purpose

The purpose of this policy is to outline the acceptable use of licensed software at the Woonsocket Education Department. These rules are in place to protect the employee and the Woonsocket Education Department. Inappropriate use exposes the Woonsocket Education Department to risks including virus attacks, compromise of network systems and services, and legal issues.

P9-18 Scope

This policy applies to employees, students, contractors, consultants, temporaries, and other workers at the Woonsocket Education Department, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by the Woonsocket Education Department.

P9-19 Policy

1. The Woonsocket Education Department has licensed copies of computer software from a variety of publishers. Licensed and registered copies of software programs have been placed on computers within your school and appropriate backup copies made in accordance with the licensing agreements. No other copies of this software or its documentation can be made without the express written consent of the software publisher.
2. The Woonsocket Education Department will provide copies of legally acquired software to meet all legitimate needs in a timely fashion and in sufficient quantities for all of our computers. The use of software obtained from unauthorized sources could present security and legal threats to the organization, and such use is strictly prohibited.
3. In some cases, the license agreements for a particular software program may permit an additional copy to be placed on a portable computer or home computer for business purposes. Employees will not make such additional copies of software or documentation for the software without the approval of Woonsocket Education Department's Technology Department.
4. The Woonsocket Education Department reserves the right to protect its reputation and its investment in computer software by enforcing strong internal controls to prevent the making or use of unauthorized copies of software. These controls may include frequent and periodic assessments of software use, announced and unannounced audits of company computers to assure compliance, and the removal of any software found on Woonsocket Education Department's property for which a valid license or proof of license cannot be

determined, and disciplinary actions, in the event of employee violation of this policy.

P9-19.1 Unacceptable Use

The following activities are strictly prohibited, with no exceptions:

1. The unauthorized duplication of copyrighted software or documentation is a violation of the law and is contrary to established standards of conduct for The Woonsocket Education Department employees. Employees who make, acquire, or use unauthorized copies of computer software or documentation may be subject to immediate disciplinary actions.

P9-20 Enforcement

Any employee, student or affiliate of the Woonsocket Education Department found to have violated this policy may be subject to disciplinary action.

Woonsocket Education Department Web Weaver Policy

P9-21 Overview

The Woonsocket Education Department defines a Web Weaver as any individual who posts information to our website. The Technology Department allows approved individuals the privilege of becoming a Web Weaver for their respective building/department. Web Weavers have the ability to post information about their building/department on WoonsocketSchools.com web server.

P9-22 Purpose

The purpose of this policy is to outline the rules and responsibilities that the Woonsocket Education Department requires of its Web Weavers. These rules are in place to protect the employee and the Woonsocket Education Department. Inappropriate use exposes the Woonsocket Education Department to risks including virus attacks, compromise of network systems and services, and legal issues.

P9-23 Scope

This policy applies to employees, students, contractors, consultants, temporaries, and other workers at the Woonsocket Education Department, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by the Woonsocket Education Department.

P9-24 Policy

1. All Web Weavers must sign the attached release before posting privileges are granted.
2. Posting privileges allow the Web Weaver to supply content and applications to inform and assist employees, parents, students, and other affiliates of the Woonsocket Education Department.
3. Copyright Laws must be followed at all times. Always sight sources used.

4. Written permission from any parent whose child (under the age of 13) appears on the Internet must be on file at your building. See The Federal Trade Commission -- Childrens' Online Privacy Protection Rule - 16CFR Part312 -- RIN 3084-AA84
5. Web Weavers must not leave any password protected open applications unattended. Browser must be closed upon completion of updates.
6. The Web Master will notify the Technology Director and the Superintendent of Schools immediately if educationally questionable material is found on the District's Web Site.
7. The Woonsocket Education Department's Web master has the authority to suspend the posting of materials until a governing authority is notified for approval.
8. The Woonsocket Education Department's Web master has the authority to remove any questionable material when authorized to do so by the Technology Director.
9. Any actions conducted on the Woonsocket Education Department's Web Server are traced and recorded.

P9-24.1 Security and Proprietary Information

Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts.

P9-24.2. Prohibited Activities

The following activities are strictly prohibited, with no exceptions:

1. Publishing any text, pictures, sound or video that is deemed inappropriate for the Woonsocket Education Department environment is prohibited.
2. Distribution of your account or password will result in the revocation of your privileges.
3. Tampering or modifying anyone else's files or folders.
4. Posting of malicious scripts.
5. Posting of files that do not have a function.

P9-25 Enforcement

Any employee, student or affiliate of the Woonsocket Education Department found to have violated this policy may be subject to disciplinary action.

**Woonsocket Education Department
Web Weaver Release Form**

I _____ have read the Woonsocket Education Department's Web Weaver Policy and I am aware of the responsibilities of a Web Weaver. I agree to abide by the Web Weaver Policy. I understand that this signed agreement will remain on file in the Technology Department.

Description of duties:

—

—

User Name: _____ Password:

URL of Application: _____ FTP Address:

Signature: _____

Web Weaver's Signature

Date: _____

Supervisor/Principal's Signature: _____

Date: _____

Technology Department

Technology Director's Signature Date

Web Master's Signature

___ Approved ___ Denied

Reasons For Denial:
