

# **North Providence School Department**

**North Providence, Rhode Island**



## **Elementary School Handbook**

### **2023/2024**

**Approved by the North Providence School Committee: August 23, 2023**

## **North Providence School Committee Members**

Dr. Frank Pallotta, Ed.D Chair  
Roderick E. DaSilva, Vice Chair  
Steven M. Andreozzi  
Arthur Corsini  
Anthony R. Marciano, Sr. Esq.  
Gina M. Picard, M.Ed.  
Charles Pollock

frank.pallotta@npsd.k12.ri.us  
roderick.dasilva@npsd.k12.ri.us  
steven.andreozzi@npsd.k12.ri.us  
arthur.corsini@npsd.k12.ri.us  
anthony.marciano@npsd.k12.ri.us  
gina.picard@npsd.k12.ri.us  
charles.pollock@npsd.k12.ri.us

## **North Providence School Department Central Office Administrators**

**Telephone (401) 233-1100**

**Fax (401) 233-1106**

Joseph B. Goho, Superintendent of Schools  
Louise K. Seitsinger, M.Ed, Assistant Superintendent of Schools  
Lisa Casinelli, Director of Finance  
Cynthia Vanavery, MA, Director of Special Education  
Matthew Hicks

joseph.goho@npsd.k12.ri.us  
louise.seitsinger@npsd.k12.ri.us  
lisa.casinelli@npsd.k12.ri.us  
cynthia.vanavery@npsd.k12.ri.us  
hrdirector@npsd.k12.ri.us

## **Elementary School Information**

**Centredale Elementary School**  
41 Angell Avenue  
North Providence, RI 02911  
(401) 233-1145

Principal: Donna Hanley  
donna.hanley@npsd.k12.ri.us  
  
Secretary: Amy Carroll  
amy.carroll@npsd.k12.ri.us

**Greystone Elementary School**  
100 Morgan Avenue  
North Providence, RI 02911  
(401) 233-1130

Principal: Jennifer Quattrucci  
jennifer.quattrucci@npsd.k12.ri.us  
  
Secretary: Brenda Corcelli  
brenda.corcelli@npsd.k12.ri.us

**James L. McGuire Elementary School**  
55 Central Avenue  
North Providence, RI 02911  
(401) 233-1135

Principal: Alicia Lisi  
alicia.lisi@npsd.k12.ri.us  
  
Secretary: Lisa Lizotte  
lisa.lizotte@npsd.k12.ri.us

**Stephen Olney Elementary School**  
1378 Douglas Avenue  
North Providence, RI 02904  
(401) 233-1160

Principal: Anthony Pacitto  
anthony.pacitto@npsd.k12.ri.us  
  
Secretary: Dawn McNeil  
dawn.mcneil@npsd.k12.ri.us

**Dr. Joseph A. Whelan Elementary School**  
1440 Mineral Spring Avenue  
North Providence, RI 02904  
(401) 233-1180

Principal: Amanda Donovan  
amanda.donovan@npsd.k12.ri.us  
  
Secretary: Christine Shabo  
christine.shabo@npsd.k12.ri.us

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**RETURN THIS PAGE TO SCHOOL**

**Parent / Guardian Receipt of Elementary School Handbook 2023/2024**

**Student's Name** \_\_\_\_\_

**School** \_\_\_\_\_

**I have read the North Providence School District's Elementary Handbook. I agree to comply with all the policies listed within and I have discussed the information contained in this handbook with my child. I shall do everything possible to support my child's education and work with my child's teachers to make this a successful school year.**

**Parent / Guardian  
Signature** \_\_\_\_\_

**By signing this agreement, I agree to comply with all the policies listed within and I undertake to always act in a manner that is respectful to myself and others, to act appropriately in a moral and ethical manner.**

**Student's Signature** \_\_\_\_\_

**Teacher** \_\_\_\_\_ **Grade** \_\_\_\_\_

## **INTRODUCTION**

We are happy to have your child in our schools. This handbook has been compiled to ensure mutual understanding between home and school. It will acquaint you with the various policies which affect the school's operation. If it does not answer all your questions, or if you wish more detailed information, please feel free to meet with the principal and the teachers. For your convenience, important telephone numbers are located on the front cover of this handbook.

## **PHILOSOPHY OF EDUCATION**

The North Providence School Department must provide a comprehensive program of education to meet the needs of all students. It must offer a meaningful program of studies for those whose formal education terminates with high school and for those who will go on to further education.

The process of education is a cooperative endeavor involving all those who are committed to educational growth: Parents, students, teachers, administration, staff and community. The foundations of this effort are mutual respect and responsibility. Its goal is the total development - cognitive, social, physical, emotional and ethical - essential in an ever changing world.

In North Providence we believe that learning is not a mere accumulation of facts. It is, rather, the acquisition of basic skills, the understanding of fundamental structure, the development of the ability to see relationships, and the strengthening of the powers of judgment. Moreover, learning requires an involvement with the past, present and future. Investigating the past reveals the achievements and failures of our social and cultural history. A study and critical evaluation of the present enables us to sense new values while retaining those which still have validity and worth. Knowledge of the past and present gives us the potential to shape a future in which the individual and society can reach higher levels of achievement.

In all areas of learning we are guided by the principles that each student is a distinct individual with a distinct personality.

If the learning process is to be effective, the motivating factors should be the interests, needs and abilities of the learner. Accordingly, we have the responsibility of striving for flexibility in content, materials, and techniques in order to challenge each individual to realize his or her fullest potential and afford the opportunity for success.

## **MISSION STATEMENT**

*The mission of the North Providence School District, as an urban ring community with a strong neighborhood identity which recognizes its individual and cultural diversity and its sensitivity to the needs of the community, is to educate its students in a safe, nurturing and challenging environment for successful entry into industry, business, or higher education by providing them with 21st century skills in academics, communication, technology, and the humanities, holding them to high expectations, by recognizing the needs of individual students in order to ensure they become productive and contributing members of a global society.*

## **BELIEFS**

- Children who receive support from family members, teachers, and society are more successful.
- Everyone is an individual who views the world and functions in the world from his/her own perspective.
- All children will have the opportunity to succeed.
- Schools are an essential component of a successful society.
- Higher expectations will lead to greater individual achievement.
- The school system that recognizes and adapts to the needs of its students, rather than forcing students to adapt to the system is more successful.
- Everyone has the right to a safe and comfortable environment.
- Everyone has the right to be treated fairly.
- Individuals whose self-worth is supported and potential fostered are more likely to succeed.
- Making changes can be difficult, but is necessary.
- Community wide respect, integrity, and accountability are essential components for successful schools.

## **EDUCATIONAL GOALS**

In accordance with RIGL G-12-4.1, the North Providence School Department will create and sustain high quality learning environments that meet the standards set forth in the BEP.

### *Basic Skills*

- To acquire information and meaning through observing, listening and reading.
- To share information and express meaning through speaking, writing and non-verbal means.

### *Personal Growth*

- To grow toward self-understanding and self-acceptance by determining what one's personal goals, values and attitudes are and by recognizing their influence on one's behavior.

### *Understanding Others*

- To learn to use the accumulated knowledge of the humanities and of the sciences in order to understand and deal with the world.

### *Continuous Learning*

- To develop a desire for the understanding of the need for lifelong learning required by the inevitability of change.

### *Mental and Physical Well-Being*

- To understand and practice good principles of mental and physical health.
- To develop a concern for one's safety and safety of others.
- To develop habits and interests leading to the satisfying use of leisure time.

### *Economical and Occupational Readiness*

- To select and pursue career opportunities consistent with social and personal needs and capacities.

- To make informal consumer decisions based on appropriate knowledge of products, needs and resources.

#### *Responsible Societal Membership*

- To develop an awareness of civic rights, responsibilities, and the process of group relationships in our society.
- To act in accordance with a basic ethical framework incorporating values contributing to harmonious group living.

#### *Creativity*

- To generate a range of imaginative responses to life's situations.
- To entertain and value the imaginative actions of others.

#### *Coping With Others*

- To develop an awareness of a changing world and ability to adjust to its problems by selecting workable alternatives.

### **REGISTRATION REQUIREMENTS**

To be admitted to kindergarten or first grade in elementary school, the following requirements are necessary:

Mandatory attendance in kindergarten became effective in September 1989 (General Laws of Rhode Island, 16-1-27). In September of 2004, a new law went into effect that there shall be a kindergarten program, and that every child who has attained or will have attained **five years of age on or before September 1** of any school year shall be eligible to attend kindergarten during all the days of kindergarten are in session during said school year.

1. To enter kindergarten, a child must be five years of age on or before September 1st of the enrollment year.
2. To enter first grade, a child must be six years of age on or before September 1<sup>st</sup> of the enrollment year.
3. The child's birth certificate must be submitted at the time of enrollment.
4. The child must have all required immunizations and lead screening before enrollment; an immunization certificate must be presented at the time of registration.
5. Legal proof of residency (two forms) must be presented at the time of registration.

### **IMMUNIZATION REQUIREMENT FOR KINDERGARTEN**

When enrolling a child for kindergarten, the parent **MUST** show: proof of residency, the child's birth certificate, acceptable evidence of completion of immunization, and lead test.

1. Parents of all children entering kindergarten must present copies of their child's (5) doses of Diphtheria, tetanus, pertussis vaccine; (4) doses of Polio vaccine; (3) doses of Hepatitis B vaccine;

(2) Doses of MMR (measles, mumps, rubella) vaccine; (1) dose of varicella (chickenpox) vaccine and proof of a lead screening test. The child must have all the required immunizations before enrollment. Acceptable evidence of completion of immunization consists of the date, including the day, month and year, each dose was administered. This immunization record must be signed by a healthcare provider.

2. If your child is missing any of the required immunizations please contact your Certified School Nurse-Teacher as soon as possible.

### **ELEMENTARY SCHOOL ASSIGNMENT**

A child must attend the neighborhood school within his/her district. Any request for exemption to this policy must be sent to the Superintendent of Schools in a letter describing the particular circumstances requiring special consideration by May 1st. In addition students may be transferred upon enrollment to a different school due to over enrollment at the discretion of the Superintendent. For further information regarding this matter, please contact the building principal.

### **SCHOOL CALENDAR**

The School Calendar can be found on the last page of this handbook and on the district's website.

### **STUDENT ARRIVAL AND DEPARTURE**

Elementary hours are: 8:55 am to 3:12 pm.

Students must leave school grounds promptly at dismissal.

Students may arrive at 8:40. There is no supervision prior to 8:40.

### **BUS TRANSPORTATION**

At the start of school parents will receive a bus application if eligible for bus transportation. School bus transportation should be treated as a privilege, not as a right. A student's misconduct at a bus stop or while on a bus may provide sufficient reason to discontinue providing this service. Children are expected to ride only on their assigned bus and to get off at their assigned stop. A copy of the bus rules and procedures will be given to bus pass recipients during the first month of school. Parents must submit a written request to the bus company if a student is to be dropped at a bus stop without an adult present.

### **BUS POLICY DUE TO IMPASSABLE SIDEWALKS AFTER HEAVY SNOW**

Emergency bus routes will be placed in effect whenever the sidewalks are deemed impassable. All students may walk to the main road where they will be given a bus ride to school.

## **ATTENDANCE POLICY (Revised 4.28.2021)**

The purpose of the North Providence School District Attendance Policy is to ensure our students are successful. Studies show that attendance is directly related to a students' success in school. Rhode Island state law (16-19) mandates all students who have not reached their eighteenth birthday to attend school regularly. After that date, students are in school on a voluntary basis and submit to the state mandate as a condition of enrollment. Regular attendance at school results in a sense of responsibility, which is necessary for success in the workplace.

1. Daily attendance for all students in the district is mandatory.
2. Parents/guardians are required to provide a written or verbal reason to the school administrator for each period of absence, early dismissals or late arrival.
3. It is suggested that parents/guardians make every effort to refrain from scheduling personal appointments during the school day.
4. Repeated unexcused absences from school will result in a parent/guardian conference. Continued unexcused absences from school will result in a referral to the Truancy Officer. Resources at the school level (nurses, social workers, counselors, truancy officer) may be utilized, if necessary, for truancy issues.
5. Repeated tardiness to school impacts student learning and leads to lost instructional time. Punctuality must be maintained during the school year.
6. Repeated tardiness may result in student discipline in accordance with the Student Handbook.
7. Students must be in their assigned rooms at a time specified by the principal. When students enter school grounds, all school regulations pertain. Students are to report to their assigned location as soon as it is opened.
8. The North Providence School Department may initiate waywardness proceedings in the Rhode Island Family Court based upon a student's truancy.
  - a. Before initiating any such proceeding, school personnel shall undertake all reasonable, educationally sound, corrective actions to address the student's attendance issues, and document in writing the actions taken.
  - b. No such proceeding shall be initiated against a student who does not have at least ten (10) unexcused absences during the school year.
  - c. Absences/tardiness resulting from illness, a diagnosed chronic medical condition, diagnosed mental health issues, a legitimate fear of being bullied that has arisen following the submission of a written or formal complaint reported or filed with the police and/or school officials and until the merits of the complaint have been determined



by the police or school officials, an in or out-of-school suspension, or a documented family emergency (e.g., unanticipated and emergency childcare needs, funeral, illness of parent, etc.) shall not be considered unexcused. Illness should be documented by a medical professional (not a parent/guardian).

d. Students shall not be required to provide a note from a physician or other health care professional for absences resulting from illness unless the student has been absent for more than five (5) consecutive school days as a result of the illness.

However, if a student is absent for less than 5 days and provides a doctor's note, the absences will be excused.

9. Grades may be impacted as a result of missed class work, projects, quizzes and tests during any unexcused absences. All missed work must be made up in a timely manner.

### **Appeals Process for Excessive Absence**

Loss of credit due to excessive absence from school may be appealed to the building principal in writing. A parent/guardian may appeal the decision to the superintendent's office in writing. If the parent/guardian is still dissatisfied at that level, the final appeal may be addressed to the North Providence School Committee in writing.

### **Procedure**

All student absences, late school arrivals and early dismissals are recorded in the district's student information system database. It is the responsibility of a student's parent/ guardian to notify the school regarding their child's absence or late arrival prior to the start of school on the day of the absence/tardiness. Absences and lateness to school are recorded as excused and unexcused and are defined as:

#### **Excused Absence:**

Excused absences include an illness or injury documented in writing by a medical professional, religious holidays, approved school sponsored activities, suspensions, court appearances, death in the family, military deployment event or verified college visits.

#### **Unexcused Absences:**

Unexcused absences include all other absences not covered in the definition of an excused absence.

#### **Excused Lateness:**

Excused lateness to school shall include a doctor's appointment as documented in writing by a medical professional and provided upon a student's arrival at school the day of the appointment, religious holidays, approved school sponsored activities, suspensions, and court appointments.

### **Unexcused Lateness:**

Unexcused lateness includes all other late school arrivals not covered in the definition of an excused lateness.

### **Intervention Procedures for Unexcused Absences:**

#### **All schools will implement a school wide positive incentive program to reduce absences**

A student shall not miss ten percent (10%) or more unexcused absences. Once a student has missed 10% of unexcused absences the following procedure will be followed:

- A letter will be automatically generated from the district's student information system and be mailed home to the student's parent informing them of the excessive absences
- School Principal will follow up with the parent/guardian and arrange a meeting with the appropriate school personnel and truancy officer
- A plan to improve school attendance and chronic absenteeism will be developed and monitored by the school principal or designee
- If unexcused absences still continue, the school principal will contact the district's truancy officer
- The truancy officer and school social worker will conduct a home visit as a last attempt to resolve the issue before sending the case to truancy court

### **Intervention Procedures for Unexcused Lateness:**

#### **All elementary schools will implement a positive school wide incentive program to reduce lateness to school.**

Students are allowed three unexcused lateness to school per year. Once a student has exceed this number of late school arrivals the following procedure will be followed:

Secondary Level: Grades 6-12

- Students will receive one hour of detention for each late arrival
- If unexcused lateness still continues, the school principal will arrange a meeting with the parent/guardian, appropriate school personnel and truancy officer
- A plan to improve school promptness and chronic tardiness will be developed and monitored by the school principal or designee
- If unexcused lateness persists, the truancy officer and/or school social worker will conduct a home visit as a last attempt to resolve the issue before sending the case to truancy court

Elementary Level: Grades PK-5

- School principal or social worker will contact the parent/guardian to discuss the excessive number of late arrivals to school
- If unexcused lateness still continues, the school principal will arrange a meeting with the parent/guardian, appropriate school personnel and truancy officer
- A plan to improve school promptness and chronic tardiness will be developed and monitored by the school principal or designee
- If unexcused lateness persists, the truancy officer and/or school social worker will conduct a home visit as a last attempt to resolve the issue before sending the case to truancy court

### **EARLY DISMISSAL**

An early dismissal is the release of a student from school prior to the end of the official school day. A student may only be dismissed early with the permission of a parent/guardian with a written note submitted to the office at the start of the school day. A student must attend school for a minimum of three hours or the day will be recorded as an absence.

### **STUDENT DISCIPLINE POLICY**

**(Approved: 8/25/2010 Revised: 7/22/2015 Revised: 7/28/2021)**

The North Providence School Department is committed to a process of discipline and behavioral support that maintains a balance between the needs of the educational system and the needs of individuals who are being served. The rules and regulations that exist are intended to support high quality teaching and learning, to ensure safety, and to encourage active student involvement in personal growth and development.

The developmental needs of students must be addressed if significant student academic and social-emotional growth are to occur. In view of these needs the North Providence School Department recognizes the importance of an appropriate learning environment and supports the maintenance of a positive school climate that emphasizes as a school district and in each individual school, discipline data will be reviewed annually and related action plans implemented to ensure equity and proportionality across all student sub groups.

The district and school administrators maintain the authority to modify disciplinary actions based on the student's individual circumstances.

#### ***Self-Control***

#### ***Regular Attendance***

#### ***Order and Organization***

#### ***Proper Safety and Security***

All North Providence students are expected to accept the responsibility for their actions. They must realize that their actions should promote positive educational outcomes. Actions and

conduct of students affect the atmosphere in which all must learn and work. Therefore, every student should treat all members of the educational community with respect and courtesy.

### **SCHOOL RULES AND REGULATIONS:**

It is expected that all students will follow the rules of behavior necessary to ensure that a supportive learning environment exists in all North Providence schools. The following list, while not inclusive, specifies offenses for which students will receive disciplinary action.

For policy purposes K-5 is designated as elementary. Grades 6-12 are designated as secondary.

#### **Scope:**

The discipline code applies to the school day which covers pre and post school time in school buildings and on school grounds. The discipline code also pertains to any school function or any school related or sponsored activity, whether on or off school grounds.

#### **Disciplinary Action**

There are three types of disciplinary action:

- A. Detention – which is the loss of free time before or after school. (Secondary level)
- B. Short Term Suspension – which is the removal of the student from school or in school from classes, including activities for less than ten (10) days.
- C. Long Term Suspension – which is the removal of the student from school and its activities for more than ten (10) days. School Committee approval is required, including an alternate education plan of continued services according to RI General Law 16-21-27.

### **DETENTION OFFENSES:**

- Inappropriate behavior in school buildings, buses, or other areas of the school and its grounds, or at school sponsored events on/off campus. Such conduct is defined as conduct which is disruptive to the education process, activity, event and/or rights of other individuals.
- Frequent tardiness (more than 3 times) to class (grades 6-12).
- Frequent tardiness (more than 3 times) to school:

(Grade 6-12 students receive one hour detention for every tardy upon the fourth lateness. Students are allowed three excused and three unexcused tardies per school year).

- Failure to report to after school for a Teacher or Administrator (all levels).

- Unauthorized absences from class, assemblies, detention, or other assigned activity (all levels).
- Unauthorized absence from school.

Students must receive 24 hour notice prior to the detention assignment date.

### **SUSPENSION OFFENSES:**

School Administrators shall utilize in-school suspension at the secondary level when appropriate and as defined by state law in order to maintain support for student learning. A parent/guardian conference is required prior to the student being reinstated from suspension.

1. Conduct which endangers persons or property, or is seriously disruptive to the educational process. Included within, but not limited to, such prohibited conduct are the following acts:

- a. Conduct causing a threat of danger to the physical well-being of the student ,or other(s) , including threats made through social media or other electronic methods (1-3 days - elementary, 5-10 days - secondary).
- b. Physical assault on another person on school premises, bus stops, buses, or at school sponsored events/activities. (1-3 days - elementary, 5-10 days - secondary with SRO/police involvement).
- c. Taking or attempting to take personal property/money from another student l, staff member, or the school, by means of force, or threat of force. (1-3 days - elementary, 1-5 days - secondary).
- d. Causing/attempting to cause damage to school property or disruption to the school environment. (No less than 3 days on all levels). Offense may result in SRO/police involvement and may require restitution.

2. Defiance of authority, insubordination, or verbal abuse to an Administrator, Teacher, or staff member. (1-5 days all levels).

3. Leaving school grounds without permission. (First offense - 1 day, increasing after the first offense).

4. Smoking (including electronic, vapor, or other tobacco products) in any area on school property during school, on buses, or at any school function on/off campus. (First offense- 1 day, increasing after the first offense). Participation in therapeutic intervention is required.

5. Being under the influence of, the use of, or possession of alcoholic beverages, narcotics, marijuana, etc... on school property, on buses, during school or at any school function on/off campus. (No less than 5 days, including SRO/police involvement). Participation in therapeutic intervention is required.

6. Accessing inappropriate internet websites or content during the school day or during school sponsored activities utilizing a personal or school device (1-5 days all levels).

7. Repeated violations of offenses, which have resulted in detention, may result in suspension for insubordination. (1-5 days all levels).

8. Tampering with, accessing, or providing entrance/exit through any unauthorized door of the school building (1-5 days all levels).

9. Actions which involve harassment (both sexual and non-sexual) and bullying are addressed in respective district policies i.e. Title IX and Bullying/Harassment.

### **WEAPONS AND VIOLENCE IN SCHOOLS:**

With this policy, the North Providence School Department adopts a Zero Tolerance for weapons in our schools. All cases will result in SRO/police involvement.

Items in the following categories are defined as **weapons**:

- Any firearm of any description, whether or not it can be fired, (e.g., pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, etc.).
- Any ammunition which could be used in a firearm.
- Any explosive device of any nature, including firecrackers.
- Any knife or similar bladed item dangerous to others, (e.g., Bowie, Dirck, lock blade, hunting pen, pick, switchblade, utility, razor, etc.).
- Any martial arts device, (e.g., nunchaku, etc.).
- Any defensive weapon, (e.g., gas repellent, mace, stun gun, pepper gas, etc.).
- Any other object which school administrators could reasonably conclude is capable of inflicting bodily harm, (e.g., blackjack, chair club, knuckles, nightstick, pipe, studded bracelet, etc.).

Any other item by virtue of its shape or design which gives the appearance of any of the aforementioned, (e.g., air pistol, air rifle, BB gun, look alike, etc.).

### **ASSAULT:**

Assault is defined as an act of physical violence or an aggravated threat of physical violence by a student on another student or staff member.

When considering what constitutes aggravated assault, the factors to be weighed include: age of student(s) involved, seriousness of bodily injury, the state of mind of the individual(s) involved and other factors deemed relevant to the principal or designee.

No student will possess a weapon or demonstrate an act of violence as defined herein on any school grounds, vehicles or property on which a school activity occurs before, during or after school hours.

### **POLICE INVOLVEMENT:**

1. In all cases where weapons or aggravated assault in schools or on school grounds or at authorized school activities on/off campus, local police must be called, and all confiscated weapons are to be turned over to the police department.
2. A log of all confiscated weapons will be kept by the school administration and will be available to be reviewed by the local police.
3. If a student is a special education student, verbally inform the police of the student's disability. Send an incident report to the Director of Student Services.
4. School Administrators will ensure all School Resource Officers (SRO) and/or any other law enforcement personnel are informed of students' cultural and language differences. Additionally, NPSD will invite SROs to participate in related district professional development opportunities.

### **STATEMENT OF ENFORCEMENT:**

1. This policy will be implemented according to the due process provisions applicable to regular and special education students. For students with disabilities and 504 Plans, the implementation of this policy will be in accordance with approved local procedures, as well as state and federal regulations governing the suspension or removal of special education students from school programs. Serious offenses must immediately be reported to the Director of Student Services.
2. Decisions regarding the specific length of a student's suspension will be made by the appropriate authority of the School Committee. Any student suspended from school may not participate in school functions or be on school premises until formally reinstated.
3. Each school will undertake activities designed to develop a school wide acceptance of positive behavior standards and expectations.. It is expected that all students report

incidents of bullying and weapons. Schools are encouraged to maintain open and consistent communication with parents/guardians and the community to support positive behavior and optimum learning.

4. In the enforcement of this policy; School Administrators may authorize, with reasonable cause a search of student lockers, personal items and vehicles as follows:
  - Students have full responsibility for the security of their lockers, and for the vehicles parked on school property. It is the student's responsibility to ensure that lockers and vehicles are locked and that the keys and combinations are not given to others. Students shall not place, keep, or maintain any article or material that is forbidden by District policy in lockers or in vehicles parked on school property.
  - School officials may search lockers, personal items or vehicles on school property if there is reasonable cause to believe that they contain articles or materials prohibited by District policy. Students shall be responsible for any prohibited items found in their lockers or in vehicles on school property.
  - If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the district shall contact the student's parents/guardians. If the parents/guardians also refuse to permit a search of the vehicle, the District may turn the matter over to local law enforcement officials.

#### **DUE PROCESS PROCEDURES:**

##### **Short-Term Suspension ten (10) days)**

1. Short-term suspension shall be preceded by an informal conference between a School Administrator, student and any staff member involved. At this time the student can present relevant information.
2. The Administrator will contact parent(s)/guardian(s) immediately to inform them of the length of the suspension and to arrange a parent conference.
3. The Administrator shall, when feasible, within 24 hours of the beginning of the short term suspension, send a notice to the parent(s) /guardian(s) of the suspended student stating the specific act(s) for which the suspension was imposed.
4. A student will be granted reinstatement after a suspension contingent upon a conference with the Administrator and the student(s)' parent(s)/guardian(s).
5. Parents/guardians may request work that will be missed during the suspension. Students are expected to make up all assignments missed during the suspension within a reasonable time frame.

For suspensions of special education students exceeding 5 days, the Director of Student Services must be notified by the School Administrator.



### **Long Term Suspension (Ten (10) days or more)**

Prior to suspensions or expulsion, except for such times as not feasible, as where the student's presence endangers persons or property or their disruption of the academic process, thus justifying immediate removal from school, the necessary notice or hearing will follow as soon as practicable, the student will be afforded:

1. A clear, written statement of the reason for suspension or expulsion;
2. Notice of the right to prompt public or private hearing at the student's election and the right to be represented by counsel at such hearing; and
3. If a hearing is requested, the student will be given a prompt notice setting the time and place to be reasonably set, so as to allow sufficient time for preparation, without undue delay.
4. If no hearing is requested within seven (7) days of written notice, the School Committee may act upon the request to suspend or expel at earliest convenience without further notice to parent or guardian.
5. For 504 or special education students, the Director of Special Education must be notified before this action is taken.

In the event a student has not attained the age of majority (18 years), the parent/guardian will be afforded the procedures stated in sections 1, 2, 3 & 4 above. Such notice shall be written in the parent's spoken language, unless it is clearly not feasible to do so.

The student will be afforded a hearing at which the student will have the right to:

1. Representation and participation by counsel and cross-examine witnesses and to present witnesses on behalf of the student.
2. There will be a complete and accurate (stenographic or electronic) record of the hearing including all exhibits. The record will be preserved for transmission to the Commissioner of Education, as soon as possible, in the event of an appeal.
3. The student will be provided a copy of the record without cost.
4. A written decision will be rendered, within a reasonable time, based exclusively on the record detailing the reasons and factual basis therefore.
5. The student will be promptly provided with a copy of said

decision.

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

### **BUS RULES AND REGULATIONS:**

School Bus Transportation is considered a privilege, not a right, and is an extension of the school system. A student's misconduct at a bus stop or on a bus could lead to transportation being withdrawn, in cases of persistent behavior. Parents/guardians and students are encouraged to report any dangerous or hazardous situations which they may observe at the bus stop or on the bus.

Please refer to the Transportation Policy for Bus Procedures and Code of Conduct for Pupils.

### **NORTH PROVIDENCE SCHOOLS' DRESS CODE**

#### **DRESS CODE K-12**

In order to enhance the educational environment and promote proper personal growth habits, a dress code has been established for the North Providence Public Schools. The purpose of this code is to remove distracting, disruptive, inappropriate, offensive, and unsafe clothing, footwear, accessories, and apparel from the educational environment. The code has been written not to infringe upon the individuality of the students, but rather to create a safe climate conducive to teaching and learning.

Students are required to comply with the following:

1. Articles of clothing must cover the torso, to be appropriate to the school environment and/or non-disruptive in the classroom. No tank tops, muscle shirts, halter-tops, shorts or short skirts having lengths that are above fingertips when arms are by student's side, etc.
2. Sunglasses may not be worn in school, unless medical reasons exist.
3. No hats, hoods, or any other type of headwear, may be worn within the building by any student, unless medical reasons exist.
4. No clothing that promotes alcohol or drugs, violence, profanity, illegal activity, or is obscene, as the word is construed by the United States Supreme Court decisions, shall be worn in a school building.
5. Coats and/or gloves worn as outerwear may not be worn within the building during school hours.
6. Any electronic device including, but not limited to, smart watches, lasers, cell phones, gaming devices, music players with headphones/earbuds, and games/toys are not allowed to be used in schools without permission of the Principal.
7. No flip-flops or backless shoes should be worn at the elementary level for safety reasons. All students must wear appropriate footwear for physical education class.

The School Committee recognizes that a student may be exempt from the provisions of the dress code if granted by the building Principal upon presentation of substantive evidence. All exceptions will be reviewed periodically by the Principal.

### **MATERIALS**

Basic school materials are provided without additional charge. It is important for children to learn to be responsible for their materials. Therefore, it is expected that payment will be made for lost or damaged school property. Books taken home should be covered.

### **SCHOOL INSURANCE**

The School Department makes available a low cost child accident policy which may be purchased on a voluntary basis by a child's parents. This policy provides coverage for all accidents to school children injured at school, while going to or coming from school, and while engaged in specified school activities and athletics.

### **LOST AND FOUND**

Each year a large amount of clothing and other articles turn up in our Lost and Found Department. Each school has an area set aside for these items, and children and parents have an opportunity to look through these items at any time during the course of the school year.

**Parents can be helpful by labeling their children's articles of clothing and lunch boxes.**

### **CLOSING OF SCHOOL**

On extremely stormy days it may be necessary to close or delay school. If such is the case, an automated computerized all-call system as well as radio/TV stations WPRO AM, WWBB, WWLI, WHJJ, WSNE, WPRO-TV (Channel 12), WJAR-TV (Channel 10), WLNE-TV (Channel 6) will make the announcement from 6:30 A.M. to 8:45 A.M.

It will be the policy of the School Department to close school only in cases of extreme weather conditions; otherwise, regular sessions will be held. ***Parents are urged, therefore, when schools are open on stormy days, to exercise their personal judgment as to the wisdom of sending their children to school.***

### **EMERGENCY SCHOOL CLOSING (Early Dismissal)**

Official announcements will be made over the same automated computerized all-call system, radio and television stations. Since it is impossible to contact families individually, parents are advised to make provisions for an alternate emergency location should the parents not be at home.

### **SCHOOL BREAKFAST AND LUNCH PROGRAM**

The elementary schools participate in the School Breakfast, Milk and Lunch Programs which make daily breakfasts, milk and lunch available to the pupils at a very low cost. Applications for free or reduced price breakfasts and lunches are sent home at the beginning of the school year and are available at the school anytime thereafter.

### **REPORT TO PARENTS**

Pupils in Kindergarten-5<sup>th</sup> Grade receive report cards three times a year, in November, March and at the end of the school year. Report cards are standard based.

Unsatisfactory progress reports are sent to the parents at the completion of the fifth week of each quarter or as deemed necessary by the teacher.

### **PARENT-TEACHER CONFERENCES**

The School Department desires and encourages parents' visits to schools. These visits will ultimately result in establishing friendly relations between teachers and parents, which in turn, will benefit your child. Parents must call the school during the day to arrange for a conference, thus ensuring that the teacher will be free to devote complete thought to the situation. Conferences between teachers and parents are a part of our reporting-to-parents program.

There may be times when the teacher or principal will request parents to come to school to discuss some phase of the child's work. These meetings or conferences should be viewed as a means for both parents and teachers to get to know each other and thus to reach a common understanding of the child's abilities and limitations. We work on the principle that the more we know about your child the more we can help him/her.

### **GRADING POLICY (Approved 4/29/20 Revised 7/28/2021)**

Grades are an important measurement of a student's success in school and should represent a student's academic achievement of state standards. Student work habits will not be calculated in student grades and will be reported separately. This policy is inclusive of all students including our special populations.

At the secondary level, a variety of assessment methods including formative assessments, interim assessments, and summative assessments will be used to monitor and evaluate a student's depth of understanding of course content and standards. Teachers use formative and interim assessments to support their instruction. These assessments will not be part of the total calculation of the students' grade. Technology practice tools such as IXL are to be used as part of a formative process by which a teacher informs instruction. Grade marks on the report card will be a numerical average based on assessments/assignments taken throughout each quarter.

At the elementary level, all student work evidence available for each standard assessed with formative assessments, interim assessments, and summative assessments will be reviewed each trimester. Teachers use formative and interim assessments to support their instruction. These assessments will not be part of the total calculation of the students' grade. Grade marks on the report card will reflect the student's individual growth towards or mastery of state standards (or other content standards for non-core areas).

**Grade Reporting:** It is expected that schools will make multiple attempts to intervene with and communicate to students and parents regarding incomplete and failing work. Teachers at all grade levels will record all student grades electronically within the North Providence School Department student information system within two weeks (may be longer for major projects or papers). In extenuating circumstances, teachers will communicate with their administrator in advance for approval of an extension of this grade reporting timeline.

**Grading Special Populations:** Teachers of English Language Learners, special educators, and

general education teachers who provide instruction for a student will collaboratively examine evidence collected to determine a student's grade.

Parents of students with Individualized Educational Programs (IEP) will receive supplemental information on progress towards attainment of IEP goals at the time report cards are issued, consistent with federal and state requirements.

Parents of English Language Learners will receive supplemental information on progress towards language development at the time report cards are issued based on WIDA descriptors and district ELL guidelines.

Grades are issued and reported according to the district reporting schedule which is established yearly. All parents/guardians/students have access to all grades through our district electronic student information system.

### **Grading Scale:**

Elementary level (grades K-5) grading scale:

- 4 – Exceeds the Standard/Expectation
- 3 – Meets the Standard/Expectation
- 2 – Approaches the Standard/Expectation
- 1 – Does Not Meet the Standard/Expectation
- N/A – Not Assessed at this Time

### **PARENT-TEACHER ORGANIZATIONS**

Only through parent-school teamwork and effort toward consistent goals can a child gain full benefit from a school program. Elementary schools have separate Parent-Teacher organizations. It is our sincere hope that every family with children in the schools will become active members in the school's Parent-Teacher group.

### **HEALTH**

Before your child enters school, teach him the basic health habits such as: bathing, combing and brushing hair, cleaning nails, going to the toilet without help, washing hands after using the toilet before lunch, using a handkerchief correctly, eating three well-balanced meals daily and getting enough sleep each night.

The supportive parent will see to it that the child is in the best health before sending the child off to school and that the child is properly clothed for weather conditions. Layers of clothing are best to allow for adjustments to heat the building.

Please keep your child home when he shows any deviation from normal health. If you plan to be away from home, kindly provide a place for your child to stay until you return in the event the child becomes ill in school. **Notify the school immediately of changes in emergency numbers.**

The School Department makes every effort to control the spread of communicable diseases. If your child has any of the suspicious symptoms, he /she will be sent home as protection to all. You should call the child's school for information on the confinement periods for contagious diseases.

School nurses are assigned to each school. She/he makes arrangements to have your child's eyes and ears tested. The nurse will be happy to talk about any health problem concerning your child. However, the nurse will not diagnose a child's illness.

### **VISION, HEARING, DENTAL SCREENING**

Beginning with the first year of enrollment, all children are given, hearing, and dental screenings. Children are tested annually for sight and periodically for hearing. Parents will receive notification if their child fails. It is recommended that parents consult with their family physician for any recommendations that he may offer regarding remedial treatment. Each classroom teacher is made aware of vision and hearing deficiencies in order that consideration may be given to seating the child advantageously in the classroom.

### **HOMEBOUND INSTRUCTION**

Students physically unable to attend school are provided home instruction under certain conditions of prolonged absence. The parent should inform the school nurse and principal when it is known that a pupil is going to be unable to attend school for a lengthy period.

Eligibility for temporary homebound instruction is determined based on medical evidence submitted by a licensed physician. A student must have a physical or mental health condition, injury, or illness that will require the student to be homebound or hospitalized as diagnosed and confirmed by a licensed physician.

The North Providence School Department shall thereafter provide temporary homebound instruction at a rate of five (5) hours per school week at the elementary level and (6) hours per school week at the secondary level, including tutoring if necessary, in accordance with the Temporary Homebound Instruction Protocol. When necessary, tutoring will be provided at no cost to the parent/guardian or adult student.

The goal of short-term homebound instruction is to facilitate the student's return to school within a specific time period.

### **MEDICATIONS**

Medications may only be taken in school when prescribed by a physician and only after the parent has contacted the school nurse and provided the appropriate documentation. In addition, parents are advised not to send any type of medication to school with a child unless the form for Dispensing Medicine in School has been filed with the nurse. **Only the school nurse or child's parent or legal guardian may dispense medication.**

## **SPECIAL SERVICES**

Classroom teachers alone cannot assume the responsibility for the many services that children need. Specialists include the school nurse, the doctor, the dentist, school psychologist, social worker, the reading teacher and the librarian who assist the classroom teacher in attempting to meet the educational needs of each child.

Specialists also contribute to the curriculum in such fields as art, library, science, music and physical education. They serve to help teachers in units of work in which particular equipment or special skills may be needed.

The administration and teachers believe by working together, we insure the best education for all children.

The Special Education Department services special needs children who qualify for this program. These children are provided a full range of services. Referrals to Special Education are initiated through the school Educational Evaluation Team.

Every student during the first year of enrollment in the school shall be screened for speech defects by a trained and qualified person.

The English Language Learners (ELL) provides language experiences for foreign students who are not fluent in English.

## **LIBRARIES**

Each elementary school has a central school library and classroom book collections. The school libraries provide reference materials which support and supplement the school curriculum, teach proper library procedure, and provide material for the development of independent reading.

## **EDUCATIONAL TRIPS**

Students have the opportunity to take school sponsored educational trips to further some educational activity or to answer some curricula need. Most of the educational trips take place during the regular school day. Permission forms are sent to all parents stating the times of each trip.

## **ACCEPTABLE USE POLICY**

This Acceptable Use Agreement has six conditions or facets of being a Digital Citizen.

**Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will not post personal information about my life, experiences, experimentation or relationships. I

will not be obscene.

**Protect Yourself.** I will ensure that the information I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.

**Respect Others.** I will show respect to others. I will not use electronic mediums to flame, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's spaces or areas.

**Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; and not visiting sites that are degrading, pornographic, racist or inappropriate.

**Respect School Property.** I will take care of any school equipment or tools that I use. I will let a teacher know if any equipment is not working properly or needs to be repaired.

**Don't Steal.** I will not steal content, media or information. I will only use properly purchased and licensed content, media and software. I will properly purchase my music and other media, and refrain from distributing these.

**Honor Intellectual Property.** I will request permission to use resources and suitably cite any and all use of websites, books, media etc.

**Respect District Safeguards.** I will respect and honor the safeguards put in place by the district to protect the safety of the school community. Bypassing internet filters, utilizing keyloggers, etc.

I agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these tenets will have consequences.

## **STUDENT POLICY**

### **Use of the Internet and Electronic Communications**

All users of the North Providence School District computer systems by either students or employees are subject to this Acceptable Use Policy (AUP). This bulletin will undergo periodic review to ensure District data systems are used in a responsible, efficient, ethical, and legal manner, and such use must be in support of the District's business and education objectives.

Teachers, administrators, and other school personnel should ensure District data systems are used in a responsible, efficient, ethical, and legal manner, and such use must be in support of the District's business and education objectives.

### **Philosophy of use**

Access to computers, computing equipment, e-mail and the Internet enables students to explore thousands of libraries, databases, and Web sites while exchanging messages with Internet users throughout the world. The district provides students with computing and Internet access to further educational goals and objectives. However, students may find ways to access materials that are illegal, defamatory, inaccurate, or potentially offensive to some people. The district believes the benefits of access to the Internet in the form of information



resources and opportunities for collaboration exceed any disadvantages.

### **Student rights and responsibilities for using the district network**

The district provides a computer network for students who agree to act in a considerate and responsible manner. The network is available to conduct research, save student work and files, and communicate with others via email.

Access is a privilege, not a right, and therefore, entails responsibility. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. All users will comply with all district regulations and will honor signed agreements. Students and parents shall be required to sign the North Providence School District Acceptable Use Policy annually before Internet or electronic communication accounts shall be accessed and be allowed.

Personal Internet use, Students' home use, and personal Internet use can have an impact on the school and on other students. If a student's personal Internet expression - such as a threatening message to another student or a violent Web site – creates a likelihood of material disruption of the school's operations, the student may face school discipline and criminal penalties.

### **TEACHER SUPERVISION**

During the instructional day, teachers make reasonable efforts to supervise student use of the district's Internet system in a manner that is appropriate to the student's age and circumstances of use.

### **Student IDs and passwords**

The district may provide any student with a unique Internet ID and password for that student's use only. All secondary students will receive an email account and elementary students by request for Teacher led projects. Students shall not share their passwords with anyone else, nor shall students use anyone else's password, regardless of how the password is obtained. Students who suspect that someone has discovered their password should contact a teacher at their school immediately. Students shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.

### **Protection of identifying information**

When sending electronic messages on the district's network or to users outside the network, students shall not include information that identifies themselves or other students. Identifying information includes, but is not limited to, last names, addresses, telephone numbers, family information, or any other personal information that could be used inappropriately. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

Students shall identify themselves by first names only.

Students shall not meet in person anyone they have met only on the Internet; and Students must abide by all laws, this Acceptable Use Policy and all District security policies.

### **Using proxy sites to bypass district filters**

Any use of school systems to bypass the established proxy server will result in disciplinary

action.

### **Access to restricted use and physical computer damage**

Student use of school district computer equipment and network is limited to the educational purposes. Improper uses include, but are not limited to, gaining illegal access to school district records, files, computer programs, student records, and other information maintained by the school district.

Students shall not damage district or outside computing devices, systems or networks or interfere with another's ability to use a computing system or network. Students shall not bypass or disable district network security systems.

### **Use of non-district software and applications**

Students shall not install any non-district approved application software on the district network or school workstations.

Students may NOT download inappropriate files onto district network resources, district accounts, onto devices. Inappropriate files include, but are not limited to, games, music, video or audio files, or material protected by the district's filtering or blocking software.

### **Filtering software**

In compliance with the Children's Internet Protection Act (CIPA), the district has installed filtering and/or blocking software to restrict access to Internet sites containing material harmful to minors, such as sexually explicit or other inappropriate materials. The software works by scanning for objectionable words or concepts as determined by the school district.

However, no Internet filter is foolproof. A user who incidentally connects to an inappropriate site must immediately disconnect from the site and notify a teacher or supervisor. If a user sees another user accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.

Students shall not use the school district's network system to access material that is obscene, pornographic, sexually explicit, sexually suggestive, harmful, or otherwise inappropriate. Students shall not tamper with the filtering service.

### **Cyber bullying**

North Providence School District does not tolerate bullying and harassment.

Students shall not use any Internet or other communication device, such as cell or telephone to intimidate, bully, harass, or embarrass other students or staff members. Students who engage in such activity on school grounds or who engage in such activity off campus and create material disruption of school operations shall be subject to the penalties outlined in the NPSD Safe School Act Statewide Bullying Policy as well as possible criminal prosecution.

### **Intellectual Property**

I will request permission to use resources and suitably cite any and all use of websites, books, media etc. I will not steal content, media or information. I will only use properly purchased and licensed content, media and software. I will properly purchase my music and other media, and refrain from distributing these.

For more information about copyright, please see <http://www.copyright.gov>

### **District Access to Student Files and Emails**

Students should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files that they send or receive on the school computer network or store in student directories.

The Director Technology or other designated district employee may, at any time, review the subject, content, and appropriateness of electronic communications or other computer files and may remove them, if warranted.

### **Personal Mobile Technology**

HS/MS students may bring cell phones, tablets, e-readers, and other communication devices to school as long as they do not disrupt the educational process. Individual schools and teachers may impose additional restrictions. The district is not responsible for the loss, theft, damage, or vandalism to student cell phones or other student electronic devices.

Elementary students are not allowed to bring cell phones into school, as we use Chromebooks for educational purposes.

### **Inappropriate Photos/Videos/Media**

It is an explicit part of this policy that a student may not possess, view, send, or share pictures or text having sexual content while the student is on school grounds, at school sponsored events or on school buses or other vehicles provided by North Providence Schools. This policy strictly prohibits sexual material in electronic or any other form and includes but is not limited to the sexual material contained in a cellular telephone, camera phone, or personal digital assistant and sexual material transmitted by text message, e-mail, or any electronic communication device. A student who violates this policy is subject to suspension or expulsion.

School personnel are required to report to law enforcement or child protective services whenever there is reason to believe that any student or other person is involved with child exploitation or child pornography. Students and parents need to be aware of the consequences - some of them life-altering-of having sexual material at school, including on your cell phone or other electronic communication device.

### **Discipline**

North Providence School District may apply discipline up to and including suspension and/or expulsion for specific student violations of the Internet and Electronic Mail Permission and Use Regulations. Students who violate the Internet-use rules set forth in this regulation will be subject to the penalties established in the Code of Student Conduct.

Students are expected to review the student handbook before using school computers or the district network. In addition, violations also may result in:

- Immediate removal from the computer network at any time without warning.

- Removal from the computer network for a specified period of time as determined by the principal, if the violation is limited to one computer and/or is contained in the school building.
- Removal from the computer network for a specified period of time as determined jointly by the principal in consultation with the Director of Technology and the other district staff, if the violation significantly threatens or damages district wide network resources, i.e., Web site, e- mail network, online grading system, etc.
- Permanent removal from the computer network for the duration of a student's enrollment in the district as determined by district administration.
- District retains right to terminate access
- North Providence School District technology staff may terminate a user's network access and this agreement at any time without warning.
- Unauthorized computer or network use subject to prosecution.
- Students who engage in unauthorized computer or network use may be subject to imprisonment, fines, and civil liability under applicable state and federal laws. Unauthorized computer or network use may also result in disciplinary measures consistent with the school district's policies and regulations, including suspension and expulsion.

Nothing herein shall be deemed to prevent a teacher or instructor from establishing additional rules and conditions, subject to the ultimate control of the district administration and the District's School Committee.

## **POLICIES**

### **ANTI-DISCRIMINATION/ANTI-HARRASMENT POLICY AND GRIEVANCE PROCEDURE**

The North Providence Public Schools (the "District") is committed to maintaining and promoting an educational environment free from all forms of discrimination, including harassment. The civil rights of all school community members are guaranteed by law, and the protection of those rights is important to the District. Discrimination, including harassment, on the basis of race, color, religion, national origin, ethnicity, genetic information or testing, sex, sexual orientation, age or disability (hereinafter "membership in a protected class") will not be tolerated. Retaliation against any student or any other individual who has complained of discrimination, including harassment, or individuals who have cooperated with an investigation of such a complaint, is also unlawful and will not be tolerated. The District will promptly investigate, remedy any harm, seek to protect students and/or employees, and to prevent recurrence of such conduct. This policy applies to conduct directed toward students and other persons associated with the educational community by all other persons associated with the educational community including, but not limited to, students, District employees, the School Committee, school volunteers, parents and independent contractors. (For a complaint of disability discrimination that is NOT harassment, please refer to the District's Section 504/ADA Prohibition Against Discrimination Based on Disability policy/procedure.)

#### **I. What is Discrimination, including Harassment?**

A. Discrimination: Treating persons differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected class.

B. Harassment: Oral, written, graphic, electronic, or physical conduct relating to a person's actual or perceived membership in a protected class that is sufficiently severe, pervasive or persistent so as to interfere with or limit that person's ability to participate in the District's programs or activities by creating a hostile educational environment.

Harassing conduct based on a person's protected status may include, but is not limited to:

- Degrading, demeaning, insulting, or abusive verbal or written statements;
- Taking personal belongings, taunting, teasing, name-calling, or spreading rumors;
- Drawing or writing graffiti, slogans, visual displays, or symbols on school or another's property;
- Telling degrading or offensive jokes;
- Unwanted physical contact of any kind;
- Physical violence, threats of bodily harm, physical intimidation, or stalking;
- Threatening letter, emails, instant messages, or websites that come within the scope of the District's disciplinary authority;
- Defacing, damaging, or destroying school or another's property.

Harassing conduct does not have to be directed towards a particular individual. Other members of the same protected class may be considered the victim of harassment by virtue of being exposed, even indirectly, to the harassing conduct.

## **II. Sample of Conduct Which May Constitute Specific Types of Harassment**

*The following is not intended as an inclusive list of conduct that may violate this policy.*

### **Disability Harassment:**

- Unwelcome verbal, written or physical conduct directed at a person based on his/her disability or perceived disability, including damaging or interfering with use of necessary equipment, intimidating manner of movement, using disability-related slurs, or invading personal space to intimidate.

### **National Origin Harassment:**

- ❑ Unwelcome verbal, written or physical contact directed at a person based on his/her national origin, ancestry, or ethnic background such as negative comments about surnames, customs, language, accents, immigration status or manner of speaking.

**Racial Harassment:**

- ❑ Unwelcome verbal, written or physical conduct directed at a person based on his/her race or color, including racial slurs or insults based on characteristics of a person's race or color, racial graffiti or symbols, hostile acts based on a race, nicknames based on racial stereotypes, negative comments about appearance, imitating mannerisms, taunting, or invading personal space to intimidate.

**Religious Harassment:**

- ❑ Unwelcome verbal, written or physical conduct directed at a person based on his/her religion, including derogatory comments about religious beliefs, traditions, practices (includes non-belief), or religious clothing.

**Sexual Orientation Harassment:**

- ❑ Unwelcome verbal, written or physical conduct, directed at a person based on his/her actual or perceived sexual orientation, such as anti-gay slurs or insults, imitating mannerisms. Taunting, or invading personal space to intimidate.

**Sexual Harassment:**

- ❑ **Quid pro quo sexual harassment** occurs when a person in a supervisory position explicitly or implicitly conditions participation in a program or activity or bases a decision concerning another on the other person's submission to unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature, whether or not the other person submits to the conduct. *Quid pro quo* sexual harassment, occurs, for example when a school employee causes a student to believe s(he) must submit to sexual advances to receive a better grade than deserved, or is threatened with a loss of a promised college application recommendation unless the student dates the employee.
- ❑ **Hostile environment sexual harassment** occurs when unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical

conduct of a sexual nature by a student, a school employee, or a third party on school property or at a school related activities is sufficiently severe, pervasive or persistent so as to interfere with or limit a person's ability to participate in or benefit from the District's programs or activities by creating a hostile, humiliating, intimidating, or offensive educational environment. A victim may also be someone affected by conduct directed toward another individual.

- **Sexual harassment may occur adult to student, student to student, student to adult, adult to adult, male to female, female to male, female to female, and male to male.**

**Depending on the circumstances, sexual harassment may include, but is not limited to:**

- ***Verbal forms of sexual harassment***, including repeated unwanted requests for dates, sexual rumors, sexually explicit jokes, howling, whistles, catcalls, soliciting conversation regarding sexual activity and experiences, making unwanted gender-based references to a person's physical characteristics;
- ***Written forms of sexual harassment***, including offensive gestures following or stalking another, cornering or blocking a person, leering, pressuring for sexual activities;
- ***Nonverbal forms of sexual harassment***, including offensive gestures, following or stalking another, concerning or blocking a person, leering, pressuring for sexual activities;
- ***Visual forms of sexual harassment***, including displaying sexually suggestive or sexually provocative photographs, pictures, objects, cartoons, or posters; or
- ***Unwelcome physical touching***, including grabbing, groping, squeezing, sexual fondling, kissing, brushing against another's body, body hugs, and other unwelcome contact.

**III. Responsibilities of all Persons Associated with Educational Community**

Each member of the educational community is personally responsible for ensuring that his/her conduct does not in any way harass or discriminate against any other person that h/she has

contact with in the performance of his/her duties or studies or while acting as a member of the school community. In addition, each member of the educational community is required to fully cooperate in any investigation of alleged discrimination, including harassment. Further, District employees are obligated to intervene and stop any discrimination, including harassment that they witness and to immediately report to the building principal instances of discrimination, including harassment that are reported to them, they observe, or of which they otherwise learn.

#### **IV. Designated Officials for Addressing Discrimination and Harassment Complaints**

In each school building, the Principal is responsible for receiving and investigating reports and complaints of violations of this Policy at the school level. Individuals may file a report or complaint of discrimination, including harassment, with the Principal. In the event that the Complaint alleges violations against the principal, the Complaint shall be delivered to the Superintendent, who shall appoint an individual to conduct the investigation.

#### **V. Procedure for Reporting Discrimination and Harassment**

The following complaint procedure has been established to ensure prompt and effective investigation into allegations of discrimination, including harassment. (For a complaint of disability discrimination that is NOT harassment, please refer to the District's Section 504/ADA Prohibition Against Discrimination Based on Disability policy/procedure.)

A person who believes that he or she had been harassed or otherwise discriminated against, is encouraged to report the situation to the Principal immediately. Reports/complaints are to be filed within ninety (90) days after: the discriminatory conduct or the individual reasonably becomes aware of the conduct. (Note: this filing period may be extended for good cause.) The report can be written or oral and should consist of the following:

1. the specific conduct objected to,
2. the date(s) and time(s) such conduct took place,
3. the name(s) of the alleged harasser(s) or person believed to be discriminating against them,
4. the location(s) where the conduct occurred,
5. the name(s) of any witness(es),
6. action sought to remedy the situation, and
7. any other details or information requested by the investigating official.



In addition, the person should provide the Principal with any documentation (emails, notes, pictures, electronic or recorded media, etc.) or other information in support of the allegation of discrimination, including harassment.

## **VI. Investigation of Complaints**

Upon receipt of a report or complaint, the Principal shall facilitate a prompt investigation. The investigation must allow for the complainant, the subject of the complaint, and the alleged harasser to provide information, including the names of witnesses or other evidence, relevant to the investigation of the complaint. The principal will also endeavor to promptly interview and obtain detailed written statements from the complainant, the subject of the complaint, the alleged harasser, as well as any potential witnesses. The principal will also review any other documents or information that he or she believes is relevant to the investigation.

In the event that an investigation reveals that the alleged action or actions do not constitute discrimination or harassment as defined in this policy, but that the underlying conduct may meet the definition of bullying or cyberbullying as set forth in the District's Bullying Policy, then the results of the investigation should be forwarded and/or reviewed in conjunction with the provisions of that policy. If necessary, the investigation may be re-opened under the parameters of that policy.

### **Conclusion of Investigation**

A written determination regarding the complaint and any resolution will be provided by the principal to the complainant and the accused within thirty (30) school/working days of the complaint.

If a violation is found to have occurred, the District will take steps to prevent reoccurrence of the violation and correct its discriminatory effect on the person(s) affected. Such steps may include appropriate disciplinary action (including but not limited to suspension of student(s) and termination of employee(s)), counseling, development of a safety plan and other remedies, as appropriate.

### **Appeal Process**

The complainant may request reconsideration of the determination and/or resolution of a complaint by notifying the Superintendent in writing or verbally within seven (7) school/working days of receipt of the written determination of the Principal. The Superintendent or his/her designee will respond to such a request within thirty (30) school/working days of receipt of the request for reconsideration; his/her decision is final.

## **VII. Confidentiality**

Investigations of discrimination, including harassment complaints shall be conducted in such a manner as to disclose information only to those who need to know and as necessary to gain information pertinent to the investigation. Please note, some level of disclosure may be necessary in the course of conducting interviews in connection with investigation of any complaint under this policy. The North Providence Public Schools shall endeavor to keep such information as confidential as it can without compromising the thoroughness of the investigation.

## **IX. State and Federal Authorities**

In addition to the process described above, the complainant may, at any time, file a complaint with to the United States Department of Education, Office for Civil Rights, Rhode Island Department of Elementary and Secondary Education, or other appropriate federal or state agency charged with enforcement of state and federal laws prohibiting discrimination, including harassment based on membership in a protected class.

U.S Department of Education, Office for Civil Rights  
John W. McCormack Building  
5 Post Office Square, Suite 900  
Boston, MA 02109  
Telephone: (617) 289-0111  
<http://www.ed.gov>

Rhode Island Department of Education  
255 Westminster Street  
Providence, RI 02903  
Telephone: (401) 222-4600  
<http://www.ride.ri.com>

## **NORTH PROVIDENCE SCHOOL DEPARTMENT SECTION 504/ADA**

### **PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY**

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504") and Title II of the Americans with Disabilities Act of 1990 ("ADA") and their implementing regulations, no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity in the North Providence School Department "(District)". The District does not discriminate in admission or access to, participation or treatment, or employment in, its programs or activities. As such, the District's policies and practices will not discriminate against students and employees and with disabilities, will provide equal opportunity to employment, and

will make accessible to qualified individuals with disabilities its facilities, programs, and activities. Disability discrimination will not be permitted in any of the programs, activities, policies, and/or practices in the District.

As used in this policy and as defined under Section 504/ADA (as the same may be amended from time to time), “an individual with a disability” means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

The Section 504 regulations also require a school district to provide a "free appropriate public education" (FAPE) to each eligible student who has a disability and is in the school district's jurisdiction. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met and are based upon adherence to the applicable Section 504 and Title II regulations.

### **1. Free and Appropriate Public Education for Students**

The District is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who are disabled within the definition of Section 504.

Under Section 504, the District must provide a free appropriate public education to each qualified disabled child. A free appropriate public education, under Section 504, consists of regular or special education and related aids and services that are designed to meet the individual student's needs and based on adherence to the regulatory requirements on educational setting, evaluation, placement, and procedural safeguards. 34 CFR 104.33, 104.34, 104.35, and 104.36. A student may be handicapped within the meaning of Section 504, and therefore entitled to regular or special education and related aids and services under the Section 504 regulations, even though the student may not be eligible for special education and related services under IDEIA.

Parent(s)/guardian(s)/custodian(s)/ (“parents”) are invited and encouraged to participate fully in the evaluation process, 504 plan development, 504 meetings, etc.

The District will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. The District will verify that persons with disabilities participate with persons without disabilities in such activities and services to the maximum extent appropriate.

Any parent who disagrees with a decision made by the District or the disagrees with the student’s 504 team may follow the “Grievance Procedure for Addressing Discrimination” set forth below

**OR** may request a hearing before an impartial hearing officer at the Rhode Island Department of Education (RIDE) **OR** may file a complaint with the United States Department of Education, Office of Civil Rights (OCR). Contact information for RIDE and OCR can be found at the end of this policy.

## **2. Employment Practices**

### **Discrimination Prohibited**

In accordance with Section 504/ADA, no qualified individual with a disability shall, on the basis of disability, be subjected to discrimination in employment under any of the District's programs or activities. Further, the District will take positive steps to employ and advance in employment qualified individuals with disabilities. The District will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the District will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

### **Reasonable Accommodation**

The District will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose an undue hardship on the operation of the District's program and/or activities.

## **3. Facilities and Programs**

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies. This includes, but is not limited to, providing accommodations to parents with disabilities necessary for them to participate as other parents are allowed to participate in their child's educational programs or meetings pertinent thereto.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. Programs and activities will be designed and scheduled so that the location and nature of the facility or area of the program will not deny a student with a disability the opportunity to participate on the same basis as a student without disabilities. The District will meet its obligation through such means as redesign of equipment, reassignment of classes or other services to accessible buildings, assignment of aides to beneficiaries, alteration of existing facilities and/or construction of new facilities, or any other method that results in making its

programs and activities accessible to persons with disabilities. In choosing among available methods for meeting its obligations, the district will give priority to those methods that serve persons with disabilities in the most integrated setting appropriate.

### **Designated Officials for Addressing Discrimination Complaints**

In each school building, the Principal is responsible for receiving and investigating reports and complaints of violations of this Policy at the school level. Individuals may file a report or complaint of discrimination with the Principal. In the event that the Complaint alleges violations against the principal or the Director of Special Education, the Complaint shall be delivered to the Superintendent, who shall appoint an individual to conduct the investigation.

### **Grievance Procedure for addressing Discrimination**

The following complaint procedure has been established to ensure prompt and effective investigation into allegations of disability discrimination. If the complaint pertains to allegations of disability-based harassment, refer to the District's Anti-Discrimination/Anti-Harassment Policy and Grievance Procedure.

A person who believes that he or she had been discriminated against is encouraged to report the situation to the Principal immediately. Reports/complaints are to be filed within ninety (90) days after the conduct complained of occurred or the time the individual reasonably becomes aware of the conduct. (Note: this filing period may be extended for good cause.) The report can be written or oral and should consist of the following:

1. The specific action objected to, including but not limited to a team decision, action, or refusal to take an action requested by the parent or alleged denial of FAPE
2. the date(s) and time(s) such action or refusal to take an action or alleged denial of FAPE took place,
3. the name(s) of the District staff or other persons believed to be discriminating against them,
4. the name(s) of any witness(es),
5. action sought to remedy the situation, and
6. any other details or information requested by the investigating official.

In addition, the person should provide the Principal with any documentation (emails, notes, pictures, etc.) or other information in support of the allegation of discrimination.

### **Investigation of Complaints**

Upon receipt of a report or complaint, the Principal shall facilitate a prompt investigation. The investigation must allow for the complainant, the subject of the complaint, and the individual alleged to have discriminated to provide information, including the names of witnesses or other evidence, relevant to the investigation of the complaint. The principal will also endeavor to promptly interview and obtain detailed written statements from the complainant, the subject of the complaint, the individual alleged to have discriminated, as well as any potential witnesses. The principal will also review any other documents or information that he or she believes is relevant to the investigation.

A written determination regarding the complaint and any resolution will be provided by the principal to the complainant and the accused within thirty (30) school/working days of the complaint.

### **Appeal Process**

The complainant may request reconsideration of the determination and/or resolution of a complaint by notifying the Superintendent in writing or verbally within seven (7) school/working days of receipt of the written determination of the Principal. The Superintendent or his/her designee will respond to such a request within thirty (30) school/working days of receipt of the request for reconsideration; his/her decision is final.

If a violation is found to have occurred, the District will take steps to prevent reoccurrence of the violation and correct its discriminatory effect on the person(s) affected.

If the violation involves the denial of a free and appropriate public education to a student or students, such steps may include re-convening of the 504 team, revision of a 504 plan, compensatory services, development of a safety plan and other remedies, as appropriate.

If the violation involves an employment issue, such steps may include appropriate discipline up to and including possible termination of any employee violating this policy and/or such other remedies as are appropriate.

### **Confidentiality**

Investigations of discrimination complaints shall be conducted in such a manner as to disclose information only to those who need to know or those who may have information pertinent to the investigation. Please note, some level of disclosure may be necessary in the course of conducting interviews in connection with investigation of any complaint under this policy. The North Providence Public Schools shall endeavor to keep such information as confidential as it can without compromising the thoroughness of the investigation.

### **State and Federal Authorities**

In addition to the process described above, the complainant may, at any time, file a complaint with the Office for Civil Rights, Rhode Island Department of Elementary and Secondary Education, or other appropriate federal or state agency charged with enforcement of state and federal laws prohibiting discrimination.

U.S Department of Education, Office for Civil Rights  
John W. McCormack Building  
5 Post Office Square, Suite 900  
Boston, MA 02109  
Telephone: (617) 289-0111  
<http://www.ed.gov>

Rhode Island Department of Education  
255 Westminster Street  
Providence, RI 02903  
Telephone: (401) 222-4600  
<http://www.ride.ri.com>

## **NORTH PROVIDENCE SCHOOL DEPARTMENT SAFE SCHOOL ACT STATEWIDE BULLYING POLICY**

### **INTRODUCTION**

This **Statewide Bullying Policy** is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.

Nothing in this policy prohibits the North Providence School Department from complying with federal antidiscrimination laws

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2. School Climate
3. Policy Oversight and Responsibility
4. Information Dissemination
5. Reporting
6. Investigation/Response

7. Disciplinary Action
8. Social Services/Counseling
9. Social Networking
10. Other Redress
11. Adoption of Policy

## **1. DEFINITIONS**

**BULLYING** means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- a. Causes physical or emotional harm to the student or damage to the student's property;
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- d. Infringes on the rights of the student to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:

**Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic.**

**If the expression, physical act or gesture includes an incident or incidents that may be reasonably perceived as being motivated by characteristics or harassment based on race, color, religion, national origin, ethnicity, genetic information or testing, sex, sexual orientation, age or disability then the matter should be investigated under the District's Anti- Discrimination/Anti-Harassment Policy and Grievance Procedure.**

**Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).**

**CYBER-BULLYING** means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

**Forms of cyber-bullying may include but are not limited to:**

- a. The creation of a web page or blog in which the creator assumes the identity of another person;



- b. The knowing impersonation of another person as the author of posted content or messages; or
- c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

**AT SCHOOL** means:

- a. on school premises,
- b. at any school-sponsored activity or event whether or not it is held on school premises,
- c. on a school-transportation vehicle,
- d. at an official school bus stop,
- e. using property or equipment provided by the school, or
- f. acts which create a material and substantial disruption of the education process or the orderly operation of the school.

## **2. SCHOOL CLIMATE**

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

## **3. POLICY OVERSIGHT and RESPONSIBILITY**

The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy.

The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

**For public schools, the prevention of bullying shall be part of the school district strategic plan (§ 16-7.1-2(e)) and school safety plan (§16-21-24).**

## **4. INFORMATION DISSEMINATION**

The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

- a. Distributed annually to students, staff, volunteers, and parents/legal guardians
- b. Included in student codes of conduct, disciplinary policies, and student handbooks
- c. A prominently posted link on the home page of the school /district website

## **5. REPORTING**

The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon (See attached sample Report Form).

The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

**Parents/Guardians** of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the principal, director or head of school.

**Responsibility of Staff:** School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

**Responsibility of Students:** Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made anonymously, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

**Prohibition against Retaliation:** Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

**False Reporting/Accusations:** A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

**Reports in Good Faith:** A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

## **6. INVESTIGATION/RESPONSE**

The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations.

The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

**Police Notification:** Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

**Protection:** If a student is the victim of serious or persistent bullying:

- a. The school principal, director or head of school will intervene immediately to provide the student with a safe educational environment.
- b. The interventions will be developed, if possible, with input from the student, his or her parent/guardian, and staff.
- c. The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

## **7. DISCIPLINARY ACTION**

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior.

The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to:

- a. Admonitions and warnings
- b. Parental/ Guardian notification and meetings
- c. Detention
- d. In-school suspension

- e. Loss of school-provided transportation or loss of student parking pass
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- i. Police contact
- j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

## **8. SOCIAL SERVICES/COUNSELING**

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

## **9. SOCIAL NETWORKING**

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

## **10. OTHER REDRESS**

This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

## **11. ADOPTION OF POLICY**

The North Providence School Committee hereby adopts this policy, in its entirety effective immediately.

## Family Educational Rights & Privacy Act (FERPA)

A federal law designed to protect the privacy of a student's education records, FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students. Parents or eligible students have the right to inspect and review all of the student's education records maintained by the school. Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.

Generally, schools must have written permission from the parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

1. School officials who have a need to know;
2. Other schools to which a student is transferring;
3. Certain government officials in order to carry out lawful functions;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for the school;
6. Accrediting organizations;
7. Individuals who have obtained court orders or subpoenas;
8. Persons who need to know in cases of health and safety emergencies;
9. State and local authorities, within a juvenile justice system, pursuant to specific state law; and
10. Another school in which a student enrolls.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Chariho Regional School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202  
(202) 260-3887  
[www.ed.gov/FPCO](http://www.ed.gov/FPCO)

Schools may also disclose, without consent, directory type information such as a student's name, address, email address, telephone number, date and place of birth, honors and awards, photographs and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

## Notification of Rights Under the Protection of Pupil Rights (PPRA) Amendment

PPRA affords parents, students who are 18, or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Income, other than as required by law, to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The School District has developed a policy, in consultation with parents, regarding these rights, and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents and eligible students of this policy at least annually at the start of each school year and after any substantive changes are made. Parents of students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call 202-260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 800-877-8339. Or you may contact the following:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

## Revised 6-28-2023

[illegible]

**Secondary Quarterly Reporting Periods**

**First Quarter**

August 29, 2023 - November 3, 2023

46

**Second Quarter**

November 6, 2023 - January 19, 2024

44

**Third Quarter**

January 22, 2024 - March 28, 2024

44

**Fourth Quarter**

April 1, 2024 - June 12, 2024

46

180

Days

**Secondary Report Cards (Gr. 6-12):**

November 10, 2023

January 26, 2024

April 5, 2024

June 12, 2024 (Or Last Day)

**Progress Reports:**

September 29, 2023

December 8, 2023

February 16, 2024

May 10, 2024

**Graduation**

June 6, 2024

**Elementary Trimester Reporting Periods**

**First Trimester**

August 29, 2023 - December 8, 2023

67

**Second Trimester**

December 11, 2023 – March 15, 2024

58

**Third Trimester**

March 18, 2024 - June 12, 2024

55

180

Days

**Elementary Report Cards (K-5):**

December 8, 2023

March 15, 2024

June 12, 2024 (Or Last Day)

**Progress Reports:**

October 13, 2023

January 26, 2024

May 3, 2024

## **Continuous Notice of Nondiscrimination and Supporting Policies**

The North Providence School Department does not discriminate on the basis of race, color, religion, ancestral origin, sex sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law. Individuals with disabilities may contact the Superintendent's office to request reasonable accommodation to participate in a program or activity sponsored by the North Providence School Department.

The following individuals have been designated to coordinate Title IX and Section 504 compliance:

### **Title IX Compliance:**

Matthew Hicks-Director of Human Resources

2240 Mineral Spring Avenue

North Providence, RI 02911

401-233-1100x3720

hrdirector@npsd.k12.ri.us

Louise Seitsinger-Assistant Superintendent

2240 Mineral Spring Avenue

North Providence, RI 02911

401-233-1100x3702

louise.seitsinger@npsd.k12.ri.us

### **Section 504 Compliance:**

Cynthia VanAvery-Director of Student Services

2240 Mineral Spring Avenue

North Providence, RI 02911

401-233-1100x3704

specialedddirector@npsd.k12.ri.us