EAST GREENWICH
PUBLIC SCHOOLS

Elementary
Student and Family Handbook
SY 2026-2027

OUR MISSION

The Mission of the East Greenwich Public Schools is to genuinely know, support and celebrate all students in meeting their full potential. We are committed to meaningful collaboration among faculty, staff,students, families and the community, recognizing our collective responsibility to continue to deliver a high-quality education system for all.

FRENCHTOWN BEARS

handbook

FRENCHTOWN ELEMENTARY SCHOOL
Kindergarten - Grade 2

This handbook is designed to serve as a basic informational and procedural guide for Frenchtown families. For more details on school department policies and procedures, please see the EGSD website, www.egsd.net under the “About Us” drop down menu. You are also welcome to call or email the school with questions.

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Section A - School Information

Frenchtown Elementary School
1100 Frenchtown Road, East Greenwich, RI 02818
401-884-4713 or 401-398-1503 & dial 0
401-886-3204 Fax
9:00 am - 3:31 pm
Principal Maryann Crudale, mcrudale@egsd.net
School Secretary Melissa Kearney, mkearney@egsd.net

East Greenwich Public Schools, www.egsd.net

FRENCHTOWN ELEMENTARY SCHOOL PLEDGE OF RESPECT

Frenchtown Bears always choose to be safe, respectful and responsible.

We INCLUDE and CARE about every single Bear.
We do it unified!

Let’s make today a great day...WORK HARD and BE KIND!

Email Communication: Our school uses ASPEN to send emails to families. These messages contain important information and notifications. Please use these directions to make certain that your permissions are set in ASPEN to receive email communications.

EGPS DISTRICT LIST SERV: **SUBSCRIBE NOW** **UNSUBSCRIBE NOW**

FRENCHTOWN ELEMENTARY FACULTY AND STAFF DIRECTORY

MORNING RECESS, ARRIVAL & DISMISSAL

- Supervised morning arrival is 8:45 - 9:00 a.m. (bus students)
- Supervised dismissal is 3:25 - 3:35 p.m.

FRENCHTOWN Parent Teacher Group - PTG

- With your generous donations of money, time and talents, the PTG is able to plan events for students and families and support the teachers with grants for school supplies and events throughout the year.
- Our PTG typically meets once per month; a schedule will be communicated to families. Please join when you can. Questions for the PTG? Please contact PTG leadership.
- PTG uses *Konstella* to manage communications, volunteer opportunities, etc. Families are encouraged to join in order to stay informed of PTG activities. You may sign up using the Website: www.konstella.com, click “Find School”, type in “Frenchtown Elementary” and create an account. Or use the App: Download Konstella on your mobile device. The invitation code is HFUUWP.

SCHOOL IMPROVEMENT TEAMS (SIT) and PLAN (SIP)

- Frenchtown’s School Improvement Team is comprised of all stakeholders.
- Frenchtown School Improvement Plan
- Please refer to Policy #1150 School Improvement Teams

TEAM MEETING DAY - Thursdays

STUDENT INTERVENTION TIME

- Student intervention time is scheduled throughout the day to ensure that students access needed services, interventions, and/or supports either in the classroom or in an alternate setting without limiting access to core curriculum-based classroom instruction.

VISITORS

- All visitors arriving at Frenchtown School or any part of the campus must report immediately to the office via the main entrance to sign in, scan license and receive a

visitor's badge.

PARENT VOLUNTEERS

- All volunteers need to submit a completed Volunteer Confidentiality Agreement to the school office prior to participating as a volunteer in any school activity and have a **Current BCI on file with the School prior to arriving at the school to volunteer**.

Breakfast, Lunch, Recess Schedule

	Breakfast	Lunch	Recess
Grade K	**8:45 - 9:00**	11:25 - 11:55	11:55 - 12:25
Grade 1		12:00 - 12:30	12:30 - 1:00
Grade 2		12:35 - 1:05	1:05 - 1:35

A daily snack time is scheduled at all grade levels. The recommendation is that it consists of both a food and a beverage. This snack is in addition to lunch.

Section B - District Information

SCHOOL YEAR 2026-2027 EGPS CALENDAR

EAST GREENWICH PUBLIC SCHOOLS APPEALS AND REVIEW

ASPEN FAMILY PORTAL, STUDENT INFORMATION & EMERGENCY CONTACT INFORMATION

- Please visit egsd.net for portal information and directions.
- Please review your child's student information.
- District Photo & FERPA Opt-Out
  - If you do not wish for your child to be photographed, you must make this designation in ASPEN.
  - If you wish to opt-out of any directory information, you must make this designation in ASPEN.

FERPA

FERPA, the Family Educational Rights and Privacy Act, is a U.S. federal law that protects the privacy of student education records. It applies to all schools that receive funding from the U.S. Department of Education. FERPA grants parents (or eligible students) certain rights regarding their children's education records, including the right to inspect and review them, the right to request corrections, and the right to control the

disclosure of their information. More information can be found in the ASPEN parent portal.

PPRA - Protection of Pupil Rights Amendment (PPRA) Notice

Under the Protection of Pupil Rights Amendment (PPRA), parents and guardians have the right to:

- Consent before their child participates in any federally funded survey that asks about sensitive topics such as political beliefs, mental health, sexual behavior, illegal behavior, religion or income.
- Opt Out of:
    - Surveys about protected topics not funded by the federal government
    - Marketing-related data collection
    - Non-emergency physical exams or screenings not required by law
- Inspect survey instructions, marketing materials and curriculum content upon request

The District will notify families in advance if such activities are scheduled and will provide opt-out options.

Instructional Materials Opt Out Notification

East Greenwich Public Schools is committed to fostering student belonging and inclusivity. Our instructional materials seek to be representative of a diverse array of students and families. The 2025 US Supreme Court case *Mahmoud v. Taylor* ruling requires school districts to provide parents and guardians with notice about lessons involving LGBTQ+ inclusive materials and to allow them to opt their children out of those lessons based on religious objections. If you wish to receive these notices with the opportunity to opt-out, please check the box in Aspen and EGPS will provide these opt-out notices in compliance with this ruling.

SECURE STORAGE

BUS TRANSPORTATION

- Bus schedules/routes are posted in Aspen and here.
- Ocean State Transit (our contracted bus provider) can be reached at 401-884-1552
- **Transportation Opt-Out Form**. If transportation is not needed, please complete this form. Each student only gets one bus and one stop.
- Daycare TransportationRequest. Please complete this form
- Changing Homebound Transportation: if there is ANY change in your normal

dismissal routine, please contact Mrs. Kearneyi in the office directly BEFORE NOON to make any changes in transportation home.

BUS CONDUCT

- While riding EGPS-provided transportation, students are under the care, custody and control of EGPS. As such, students shall comply with the District Code of Conduct and Policy #2160 Transportation while on a school bus.
- Students are expected to follow all school-wide behavior expectations (Safe-Respectful-Responsible behavior) while riding the bus.
- Depending on the nature of the infraction, students are subject to any and all school-level consequences outlined in this handbook and any outlined in related school committee policies.

ARAMARK FOOD SERVICES, SNACK & SCHOOL LUNCH SCHEDULE

- Healthy breakfasts and lunches are available at school each day prepared by Aramark Food Service. Learning to eat a variety of food and acquiring good nutritional food habits are important phases of the health education program and is promoted by the EG Health & Wellness Committee. Students may purchase breakfast and lunch, as well as other food items and beverages. See. Policy # 2155- Free and Reduced Price Meals and/or Free Milk and Policy # 2156- Meal Credit Limits.
- Free and reduced lunch application
- Monique Herard is our Food Service Manager, Herard-Monique@aramark.com
- Menus, MySchoolBucks account information, and other school lunch program information can be found on the district school meals webpage.
- Regarding students with peanut/tree nut allergies, please refer to policy # 4110 Peanut Allergy.
- All of Frenchtown's classrooms are peanut/tree nut free
- Please note that, depending on the nature and extent of a student's allergies, additional measures may be taken at the school including but not limited to:
    - Posting additional signage, such as in classroom entryways, or elsewhere in the building as deemed necessary
    - Prohibiting the sale of particular food items
    - Designating special tables in the cafeteria
    - Implementing particular protocols around cleaning surfaces touched by food products, washing of hands after eating, etc.
    - Implement other measures that may be deemed necessary

MEDICATION

- Please refer to Policy # 4145 - Medication

IMMUNIZATION

- Please refer to Policy # 4140 Immunization and Testing for Communicable Diseases

EMERGENCY DRILLS/SCHOOL SAFETY

- In Rhode Island, schools are required to conduct 15 emergency drills annually, including fire, lockdown, and evacuation drills. At least one drill must be conducted each month, and one out of every four drills must be obstructed, meaning exits or stairwells are blocked. At least two lockdown drills are required, with one lockdown drill in September and another in January. At the discretion of the principal, they can substitute an evacuation drill for a fire drill.

ATTENDANCE

- Rhode Island General Law RIGL §16-19-1 requires compulsory daily school attendance for every child.
- We need all students to attend school every single day! Please make every effort to minimize your child's time out of school.
- For unavoidable absences/tardies, please notify the office before 9:45 a.m.
- A verification notification will be made if a child is absent by filling in the attached Google form - **Frenchtown Attendance & Dismissal form**. The office is to be informed by 9:45 a.m or an automatic robo call will be made.
- For short-term absences (1-2 days), missed assignments will be provided upon the student's return to school. For extended absences (3 or more days out), work and materials can be picked up at the office. Please contact the classroom teacher directly in such instances.
- Students are encouraged to check their Google Classroom for assignments.
- Missing more than 10% of cumulative school days is considered grounds for truancy intervention and support. The Attendance Tool from RIDE will be used to send reminders and notices regarding attendance and can also include intervention from school professionals and the district truancy officer.

SCHOOL CANCELLATION

- The District utilizes an automated phone messaging system to keep parents informed of weather related cancellations, dismissals, events. For more information regarding cancellations, please refer to Policy # 2125 Inclement Weather.

CURRICULUM & STANDARDS-BASED GRADE REPORTING

- Report cards are completed and distributed through ASPEN at the end of each term. Attendance updates will be sent quarterly to students who are approaching or considered chronically absent.

UNIVERSAL SCREENING & PROGRESS MONITORING

- All students participate in iReady Reading & iReady Math screenings in the fall, winter, and spring. iReady parent reports will be shared with families periodically during the school year in Aspen. Beginning this school year, the district will also be implementing an Social Emotional Learning (SEL) screening in the fall, winter and spring.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

- All students are supported through our MTSS framework.
- When needed, students requiring increased support/interventions will have an MTSS plan developed by the school-based team.
- Please see the EGPS MTSS Hub for additional information, as well.

EGPS District 504 Coordinator

Mr. Neil Marcaccio, Director of Student Services, nmarcaccio@egsd.net

SPECIAL EDUCATION & STUDENT SERVICES

- Please visit the Student Services webpage for more information.

SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)

- Please visit the SEAC webpage for more information.
- SEAC Charge
- SEAC meets on designated dates throughout the school year. The meetings are Tuesdays 6:30 - 8:00 pm in Cole Middle School's library. All families are invited and welcome to attend.

MULTI-LANGUAGE LEARNERS (MLL)

- Potential MLL students are first identified for screening via the home language survey and/or through observation once enrolled in our schools. Our MLL-certified educators screen students, and if the student qualifies for MLL services, **the parents officially accept or decline services in writing**. If you have questions about this program or would like to opt out of receiving services, please contact Elizabeth D'Abbraccio, edabraccio@egsd.net or Heather Moon, hmoon@egsd.net.

FIELD TRIPS AND SCHOOL-SPONSORED ACTIVITIES

Field trips and off-campus activities extend the educational program. Families will receive information appropriate to the activity, including the date, purpose, destination, departure and return times, transportation, cost when applicable, meal or clothing requirements, medical procedures, and permission requirements.

Students must follow school rules and staff directions throughout the activity. Student code of conduct applies throughout the duration of the trip. Families must notify the school in advance of medical, accessibility, dietary, or other needs so arrangements can be considered.

Students ordinarily use district-approved transportation unless an exception is approved in advance. Participation may be limited following an individualized review of significant safety or behavioral concerns and in accordance with disability, nondiscrimination, and educational-access requirements. When a required curricular activity cannot be attended, the school will provide an appropriate alternative educational experience.

Related Policies and Resources

Policy #2196 - Field Trips

Form: District Field Trip Permission Form

Resource: Field Trip Medication Procedures

HOW TO GET HELP - Frenchtown

The guide below identifies the most appropriate first contact. Families should use Policy 2113, Appeals and Review, in Part III when a concern remains unresolved.

Concern	Initial Contact
Classroom assignment, instruction, or grade	Classroom teacher
Attendance, tardiness, or early dismissal	Frenchtown Main Office - 401-398-1503
Health, illness, or medication	School Nurse - 401-398-1522
Social-emotional support	Classroom teacher, school social worker, or school psychologist
Special education	Case manager, school administrator, or Student Services - 401-398-1220
Section 504	Classroom Teacher, School Administrator, or Student Services - 401-398-1220
Aspen or technology access	District Technology Department
Bullying, harassment, discrimination, or safety concern	Classroom teacher or principal; use the reporting procedures in Part III
Transportation	Ocean State Transit - 401-884-1552 Director of Administration - Maggie Baker - 401-398-1240 School Main Office - 401-398-1503
General school question	Frenchtown Main Office - 401-398-1503

STUDENT SUPPORT CONTACTS

Name	Role/Assignment	Telephone
Bonnie Brayton-Simmons	School Nurse	401-398-1522
Andrea Coelho	School Social Worker	401-398-1356
Nicole Kaimer	School Psychologist	401-398-1362

Section C - Student Conduct

STUDENT CODE OF CONDUCT

- Please refer to School Committee Policy # 8310 Student Code of Conduct

ACADEMIC INTEGRITY

- Students are expected to produce their own original work.
- Depending on the nature of the infraction, students are subject to any and all school-level consequences outlined in this handbook (excluding suspension).

STUDENT DRESS CODE

- It is expected that all students will dress in a manner consistent with good health practices, safety regulations, and in a manner that will not distract from or disrupt the learning process. Dress that interferes with the educational process will be addressed by school staff.
- We ask that children come dressed appropriately for each day's weather conditions. The school staff reserves the right to keep children indoors should they not have appropriate clothing to comfortably/safely play outdoors relative to the current weather conditions.
- Please do not send your child to school in flip-flops, high heels or other shoes that are unstable. Sandals with back straps are acceptable. Flip-flops lead to a lot of injuries when running on the playground
- Depending on the nature of the infraction, students are subject to any and all school-level consequences outlined in this handbook.

DISCIPLINE

- Frenchtown's entire staff takes a positive approach to behavior management, making every effort to point out and reward exemplary behavior. Our classrooms have systems in place to recognize positives. During the 2026-27 school year Frenchtown will continue with a formal school-wide PBIS (Positive Behavior Interventions and Supports) system.

- While formal disciplinary procedures are a rare occurrence given the age and nature of our student population, there are exceptions. In these cases, Frenchtown follows the school committee's policies in situations where formal disciplinary actions are deemed necessary. Should a significant infraction occur, the classroom teacher and building administrator will involve the parent(s) in the process of reflecting upon the situation as well as the potential invocation of logical consequences which conform to school committee policies.

- School staff generally address student conduct incidents on a case-by-case basis. Depending on the circumstances, infractions are either addressed by school staff or referred to school administration. Both staff and administration will strive to apply fair and appropriate consequences in response to student conduct violations as needed. Generally speaking, our staff and administration utilize a progressive/incremental approach with regard to the consequences applied.

DISRUPTION OF SCHOOL

- Preserving the integrity of our school learning environment and the educational process is of the utmost importance.

ASSAULT/FIGHTING

- Students are expected to maintain safe behavior at all times and maintain personal space.
- Students engaging in any physically aggressive behavior such as fighting or physical assault are subject to any and all school-level consequences outlined in this handbook.

OTHER VIOLATIONS

- Additional student actions not expressly provided within this handbook, that are determined by administration to warrant intervention, may require appropriate school responses.
- Depending on the nature of the infraction, students are subject to any and all school-level consequences outlined in this handbook.

SCHOOL-LEVEL CONSEQUENCES

- While our handbook provides an outline of our behavioral expectations, it also outlines potential school responses to specific infractions.
- School-level consequences include (but are not limited to) the following list of positive interventions, supports, restorative practices, & restrictive interventions:
    - Reteaching of expected behavior by school staff
    - Conference with student
    - Verbal warning/reprimand
    - Processing behavior in written or verbal form
    - Apology/making amends (or other restorative/reparative act)
    - Mediation
    - Time out of class in an alternate location
    - Loss of privilege
    - Parent contact/meeting
    - Detention
    - Extracurricular (social) suspension
    - In-school suspension (*up to 10 days)
    - Out-of-school suspension (*up to 10 days)

ARTICLES NOT PERMITTED IN SCHOOL

- In general students should not be bringing toys and other personal items to school that are not needed for the day to day teaching and learning. There are exceptions for projects and teacher supported events. Toys, trading cards, and other items can be a distraction and are easily lost at school.
- Any article deemed dangerous or disruptive to the educational process of the learning environment will be confiscated by school staff as necessary.
- Depending on the nature of the infraction, students are subject to any and all school-level consequences outlined in this handbook.
- To help everyone learn, stay safe, and enjoy a distraction-free school day, personal electronic devices such as cell phones, smartwatches, earbuds, and other internet-connected devices must be stored away during school activities. Students should follow staff directions about device use at all times.

  School-owned devices will be used only when needed for approved learning activities, assessments, and curriculum. Students will use technology responsibly and safely, respecting their own privacy and the privacy of others.

  All students are expected to follow our district's **no-cell-phone policy during the school day**. Cell phones, smartwatches, and earbuds should be turned off and stored away while students are at school. Thank you for partnering with us to minimize distractions and support a focused learning environment.

During the school day, students may not have access to personal electronic devices. Personal devices must be stored away and may only be accessed with explicit authorization from EGPS staff or as provided through an approved accommodation or authorized exception.

TECHNOLOGY & ACCEPTABLE USE

- Policy # 10110 Acceptable Use
- Policy # 7600 Responsible Use of Artificial Intelligence - NEW
- Policy # 10200 Use of Electronic Devices in Schools - **revised**

Section D - District Policies

EAST GREENWICH PUBLIC SCHOOLS POLICIES

Policy Classifications

1. **1000: Foundations and Basic Commitments**
2. **2000: General School Administration**
3. **3000: Fiscal Management**
4. **4000: Support Services**
5. **5000: Personnel**
6. **6000: School-Community-Home Relations**
7. **7000: Teaching and Learning**
8. **8000: Students**
9. **9000: Facilities**
10. **10000: Technology**

8500, Use of E-Bikes and Motorized Mobility Devices - new policy

To ensure the safety of our students, staff, and visitors, E-bikes and other motorized mobility devices will not be allowed on elementary or middle school grounds. High school students may use these devices for transportation to and from school only if they comply fully with Policy #8500, all applicable laws, and school-based procedures. Failure to comply with these expectations may result in the loss of this privilege and other consequences consistent with the policy and Student Handbook.

NON-DISCRIMINATION AND COMPLAINT RESOLUTION (Policy # 1210)

The East Greenwich School District ("EGSD" or the "District") is committed to preventing discrimination and to providing an equal opportunity for all current and prospective employees, students, and contractors, regardless of race, color, creed, national or ethnic origin, sex, gender, genetic information, religion, disability, age, sexual orientation, gender identity or expression, marital status, citizenship status, or other legally-protected status.

This policy is consistent with all applicable federal and state laws, executive orders and mandates of the Rhode Island Department of Education.

Scope of Policy

This policy addresses forms of discrimination against students, teachers, administrators, and other staff on the basis of race, color, creed, national or ethnic origin, gender, genetic information, religion, disability, age, sexual orientation, gender identity or expression, marital status, citizenship status, or status as a special disabled veteran, recently separated Veteran, Vietnam Era veteran, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, except in those special circumstances permitted or mandated by law.

This Policy also covers discrimination on the basis of sex where the complainant is a teacher, administrator, or other staff member who is not also a student. **This policy does not address discrimination against students, including student employees, on the basis of sex in education programs or activities, as defined in Title IX. Such forms of discrimination are addressed in Policy #1215 Title IX and Grievance Procedure.**

This policy also sets forth internal grievance procedures relating to special education issues under Policy # 8510 Special Education.

Definitions of Discrimination and Sexual Harassment

Discrimination is defined as unfair or unequal treatment of an individual or group based on membership in or identification with any protected category. Discrimination includes, but is not limited to:

- Any action or speech that contributes to, promotes or results in a hostile or discriminatory environment to an individual or group described above.
- Any action or speech that is sufficiently severe, pervasive or persistent that it either interferes with or limits the ability of an individual or group (as described above) to participate in or benefit from employment or a program or activity of EGSD; or creates an intimidating, threatening or abusive educational or working environment.

Many forms of discrimination have been recognized as violations of the civil rights laws (including Section 504 of the Rehabilitation Act of 1973, Title VI and Title IX) by federal courts, state courts, the U.S. Equal Employment Opportunity Commission, the U.S. Department of Education, Office for Civil Rights and the Rhode Island Commission on Human Rights. The definition of discrimination is broad. EGSD acknowledges an act, whether intended or not, that has the effect of creating a school or work environment that prevents access, makes a group feel uncomfortable, or creates structural barriers to students or employees also may constitute discrimination.

Sexual harassment is a form of gender discrimination and is a violation of State and Federal law. Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Such conduct is prohibited when the behavior is directed to an individual because of their sex and: (1) when submission to such conduct is made either explicitly or implicitly a term or condition of employment or otherwise full participation in department, institute or school life; (2) submission to or rejection of such conduct is considered in evaluating a person's job performance; or (3) such conduct has the purpose or effect of interfering with a person's job performance or creating a sexually intimidating, hostile, or offensive working environment.

Compliance with Non-Discriminatory Practices

The District's Director of Finance, Operations and Administration is the designated Non-Discrimination Coordinator and, under the supervision of the Superintendent, is responsible for overseeing the administration of this policy. On an annual basis, the Non-Discrimination Coordinator shall participate in training offered by the Rhode Island Department of Human Services Civil Rights Office *or* any training program offered by the Office of Civil Rights, U.S. Department of Education.

All EGSD employees are expected to make every effort to ensure that students and fellow employees are not subjected to any form of discrimination. Any employee, student or student's family members seeking guidance or interpretation of this policy may consult with the Non-Discrimination Coordinator, or with other EGSD staff and administrators as discussed below.

Reporting Discrimination and Harassment

All persons who believe that they are or may have been victims of discrimination or sexual harassment are encouraged to seek resolution promptly through the procedures outlined below. Those who have witnessed incidents of discrimination or sexual harassment within the scope of this policy are encouraged to report their observations.

Confidentiality will be respected during all complaint procedures to the degree the procedure will allow. However, if an employee or student wishes to bring a complaint and remain anonymous, EGSD's ability to respond may be limited.

Reports may be made at any time, though all individuals who experience, have knowledge of or witness discriminatory practices or sexual harassment are encouraged to make reports within 20 days of the instance of discrimination or harassment alleged. Individuals making reports will be heard, offered supportive measures, and asked whether they wish to file a formal complaint or follow the Informal Complaint Resolution Procedure, each as described below. EGSD staff may investigate allegations and take disciplinary action based on reports of discrimination or sexual harassment, even in cases where the individual does not wish to file a report or participate in any kind of resolution procedure.

All individuals who wish to report an alleged instance of discrimination or harassment in violation of this Policy may use this online form, available on the EGSD website.

1. Student Reports of Discrimination or Sexual Harassment

   In lieu of submitting a complaint online, students or their families may make a report or complaint directly to any school faculty, staff, or an administrator. Faculty, staff, or administrators in receipt of such complaint shall refer it immediately to the District's Non-Discrimination Coordinator. Reports made directly to the School Committee shall be referred to the Superintendent, unless the report concerns alleged discriminatory conduct by the Superintendent. Under such circumstances, the School Committee shall refer the report to legal counsel. **Procedures for reporting alleged instances of sexual harassment made by or on behalf of students are addressed in Policy #1215 Title IX and Grievance Procedure.**

2. Employee Reports of Discrimination or Sexual Harassment

   EGSD employees are directed to report instances of alleged discrimination or suspected sexual harassment as outlined in EGSD's Employee Handbook.

3. Supportive Measures

   Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent of a discrimination or sexual harassment complaint; before or after the filing of a formal complaint; or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to EGSD's education program or activity for one party without unreasonably burdening the other party. These can include measures designed to protect the safety of all parties or the individual's educational environment, or to deter discrimination and sexual harassment generally. Supportive measures may include, but are not limited to:

   - Counseling;
   - Extensions of deadlines or other course-related adjustments;

- Modifications of work or class schedules;
- Supervision at arrival, dismissal, lunch and/or recess;
- Mutual restrictions on contact between the parties; and/or
- Increased security and monitoring of certain areas of the school grounds.

EGSD shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of EGSD to provide the supportive measures.

The Non-Discrimination Coordinator is responsible for coordinating with the appropriate administrator to implement supportive measures.

Complaint Resolution Procedures

Any EGSD student or employee may submit a formal complaint alleging discrimination or sexual harassment in employment in violation of this Non-Discrimination Policy to the appropriate administrator at any time, except where time constraints are stipulated by contract or law. However, students and employees are encouraged to file all complaints within twenty (20) days of the discrimination or sexual harassment alleged in the complaint.

This procedure constitutes the grievance mechanism called for by the regulations implementing the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Title VI (barring discrimination on the basis of race, color, or national origin); the Age Discrimination in Employment Act, and Title VII (barring discrimination on the basis of race, color, religion, gender, or national origin).

The informal resolution process does not toll any applicable statute of limitations that may apply to any statutory or common law causes of action that a party may pursue before any governmental agency or court of competent jurisdiction.

1. Informal Resolution

   Members of the school community are encouraged, but not required, to seek informal resolution of all complaints of discrimination and sexual harassment under this Non-Discrimination Policy. This informal procedure is intended to encourage communication between the parties involved, either directly or through an intermediary, in order to facilitate a mutual understanding of what may be different perspectives of the offensive behavior, and to prevent a recurrence of such behavior.

   Absent extraordinary circumstances, an employee's immediate supervisor will be responsible for the informal resolution procedure in cases where the complainant is an employee, and the academic department head or school principal shall be responsible for the informal resolution procedure in cases where the complainant

is a student. For good cause, the complainant may seek assistance from any other EGSD administrator. The person responsible for attempting an informal resolution of a complaint may obtain guidance and assistance from the Director of Human Resources. If the informal process does not result in the resolution of the complaint to the satisfaction of the complainant, the complainant may utilize the formal complaint procedure outlined below. Absent extraordinary circumstances a record of the informal complaint shall be reported to the Non-Discrimination Coordinator for monitoring purposes.

The ability of the EGSD to pursue resolution through this informal process will terminate if any complainant moves away from the EGSD, withdraws as a student or discontinues employment with the EGSD.

2. Formal Resolution

A formal complaint alleging discrimination or sexual harassment shall be in writing and shall set forth a statement of the facts, the EGSD policies or practices violated, and the specific remedy sought. A formal complaint may be filed online through [Formal Complaint of Discrimination or Sexual Harassment], or by hard copy to the District's Non-Discrimination Coordinator. Upon receipt of a formal complaint, the Non-Discrimination Coordinator shall forward the report to the appropriate administrator as follows:

- If the respondent is a student, teacher, or other employee below the rank of principal, the complaint shall be forwarded to the school principal of the school where that student is enrolled or where the employee is employed.
- If the complaint is against a school principal or other administrative supervisor of similar rank, the complaint shall be forwarded to the Assistant Superintendent or Director administratively responsible for the person about whom the complaint has been made. In these cases, Step 1 of the hearing process below shall not apply.
- If the complaint is against an Assistant Superintendent, the complaint shall be forwarded to the Superintendent. In these cases, Step 1 and Step 2 of the hearing process shall not apply.
- If the complaint is against the Superintendent, the complaint shall be forwarded to the School Committee. In these cases, Steps 1, 2, and 3 below shall not apply, and the School Committee shall proceed under advice of legal counsel.

Administrators charged with initiating the hearing process shall continue to monitor and coordinate its resolution.

Hearing Process

Step 1. Absent extraordinary circumstances, the official to whom the complaint was forwarded shall, within five (5) business days, conduct a

formal conference with the complainant, permitting them to provide any necessary information relevant to the complaint. The official shall also meet with the respondent and other individuals named in the complaint and may conduct such additional investigation as he/she deems necessary. Absent extraordinary circumstances, a written recommendation shall be rendered within five (5) business days of the formal conference unless an extension is mutually agreed to by the parties. The recommendation shall be sent to the complainant and respondent. The written recommendation shall state the background information, the rationale for the recommendation, and the recommended remedy (if any). No transcript or recording of the conference shall be made by either party. For monitoring purposes, a copy of the report shall be sent to the school official who received the initial complaint.

If the parties agree, or if neither party seeks to appeal the recommendation within ten (10) business days of receipt of the recommendation, the recommendation shall become final and will be enacted.

Step 2. If the complaint is not resolved at Step 1, the complainant or respondent may, within ten (10) business days of receipt of the Step 1 recommendation, appeal to the Assistant Superintendent administratively responsible for the respondent.

Absent extraordinary circumstances, the Assistant Superintendent shall hold a hearing within fifteen (15) business days of receipt of the appeal or, in cases beginning at Step 2, the complaint. Absent extraordinary circumstances, a written recommendation shall be rendered within ten (10) business days of such hearing. The complainant and the respondent shall be afforded the opportunity to testify, to call witnesses, and to introduce documentary evidence. No transcript or recording shall be made of the hearing. For monitoring purposes, a copy of the report shall be sent to the official who received the initial complaint.

Step 3. In the event that the complaint is not resolved at Step 2, the complainant or respondent may file an appeal with the Superintendent within ten (10) business days of the receipt of the Step 2 recommendation. Absent extraordinary circumstances, the Superintendent shall conduct a hearing within thirty (30) business days. The complainant and the respondent shall have the right to call witnesses, to testify and to present relevant documentary evidence. The complainant and the respondent shall have the right to cross-examine all witnesses. A tape recording of the proceeding shall be made, and a copy shall be provided, at cost, to the complainant and to the respondent. Following the hearing, the Superintendent shall, absent extraordinary circumstances, render a written decision within twenty (20) business days following the hearing. The

decision shall contain specific findings of fact and determinations of responsibility, and shall include any disciplinary or remedial measures to be applied. The Superintendent shall communicate the decision to the complainant, the respondent, and to the Director of Human Resources. Subject to state and federal law, the Superintendent's decision shall be final.

In the event a complaint of a violation of Section 504 of the Rehabilitation Act of 1973 is filed directly with the Commissioner of Elementary and Secondary Education, the Superintendent shall ensure that a redacted copy of such complaint, eliminating the identity of the student or family, is made available to the School Committee as soon as practicable.

This resolution procedure for complaints of violation of this policy constitutes the internal administrative process of the EGSD. If a complainant is not satisfied with the outcome, they may pursue further action and remedies available through the outside agencies listed below.

Retaliation Prohibited

Retaliation includes, but is not limited to, coercion, intimidation, interference, punishment, discrimination, or harassment against any member of the school community in response to that member's oral or written, formal or informal, reporting or filing a complaint of discrimination, sexual harassment, or retaliation, or in response to that member's cooperation in an investigation, aid or encouragement of another member of the school community to make a report or file a complaint, or for that member's opposition to any act or practice believed to be prohibited by the Non-Discrimination Policy.

Retaliation against any person for exercising their rights under any part of this Policy, or for testifying, assisting, or participating or refusing to participate in any manner in an investigation, proceeding, or hearing under this Policy is strictly prohibited. Any member of the school community who believes they, or another school community member, has been the victim of retaliation, should report the conduct or file a complaint.

Reports or complaints of retaliation by any member of the school community should be directed to the Non-Discrimination Coordinator. EGSD shall investigate all reports or complaints of retaliation promptly, impartially, and in as confidential a manner as possible, to ensure prompt and appropriate action.

Nothing in this section shall limit the exercise of rights protected under the First Amendment of the United States Constitution.

Consequences

An individual found to have engaged in discriminatory acts, sexual harassment, or retaliation within the scope of this policy, or any individual who initiates a fraudulent claim of harassment, shall be subject to disciplinary action in accordance with their contract, EGSD employee handbook, or the Student Code of Conduct, as appropriate.

Outside Agencies

The complaint resolution procedures within this policy are consistent with, and exist alongside, formal procedures administered by the Rhode Island Department of Education, the U.S. Department of Education Office of Civil Rights, the Rhode Island Commission for Human Rights, the Equal Employment Opportunity Commission, and other procedures available under state and federal law and/or under any applicable collective bargaining agreement. In addition to or in lieu of pursuing a complaint under this policy, individuals may file complaints with the following agencies:

R.I. Department of Education
255 Westminster Street
Providence, RI 02903
(401) 222-4600

R.I. Commission for Human Rights
180 Westminster Street, Suite 201
Providence, RI 02903
(401) 277-2661

Equal Employment Opportunity Commission (EEOC)
Boston Area Office
JFK Federal Building
15 New Sudbury Street, Room 475
Boston, MA 02203-0506
1-800-669-4000

Office of Civil Rights
United States Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109
(617) 289-0111

Title IX (Policy # 1215)

Title IX of the Education Amendments of 1972 (Title IX) and the regulations promulgated thereunder, prohibit any federally funded education program or activity from engaging in discrimination on the basis of sex. In accordance with federal and state laws and regulations, and EGSD policy, EGSD does not discriminate against individuals on the basis of sex—or on the basis of any other category protected by state

or federal law—in the administration of its educational programs and activities, and to provide equal access to all designated youth groups. EGSD is committed to maintaining an educational and work environment free from all forms of discrimination, including sexual harassment and retaliation.

This policy outlines the process to be used by the East Greenwich School District ("EGSD") to respond to, investigate, and adjudicate allegations of sexual harassment (as defined below) by students, and applies to all students and employees of EGSD. Other forms of discrimination are addressed in EGSD Policy # 1210 Non-Discrimination and Complaint Resolution. Additional information for families of students with disabilities may be found in EGSD Policy # 8510 Special Education.

To further its commitment to maintaining an environment free from Title IX discrimination, EGSD shall:

- on an annual basis, perform an annual inventory to assess its compliance with Title IX, and report the findings to the School Committee in public session;
- proactively adopt strategies and policies designed to prevent sexual harassment and retaliation;
- maintain a fair, equitable, and objective process for investigating and adjudicating allegations of sexual harassment; and
- conduct appropriate training of its students, teachers, administrators, and other staff regarding prevention of sexual harassment and retaliation, and response to sexual harassment under this policy.

Scope of Policy

EGSD prohibits discrimination on the basis of sex in any and all aspects of its education programs and activities, as defined by Rhode Island's Basic Education Program, including, but not limited to:

- Educational Programs and Instruction;
- Athletics;
- Extracurricular Activities;
- Provision of Special Education Services;
- Career Education;
- Pregnancy and Parenting (students and employees); and
- Employment Discrimination.

EGSD also specifically prohibits sexual harassment. Within this Policy, the term "sexual harassment" does not carry its usual meaning. Rather, for purposes of this Policy, "sexual harassment" is defined as conduct on the basis of sex that satisfies one or more of the following criteria:

(1) An employee of EGSD conditioning the provision of an aid, benefit, or service provided by EGSD on the individual's participation in unwelcome sexual conduct;

(2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an educational program or activity of EGSD; or

(3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

For purposes of this definition, "education program or activity of EGSD" is defined to include locations, events, or circumstances over which EGSD exercises substantial control over both the respondent and the context in which the sexual harassment occurs.

This Policy does not govern sexual harassment of teachers, administrators, or staff of EGSD, except in cases involving students employed by or through EGSD as part of an educational program or activity of EGSD.

Conduct may be "on the basis of sex" if it is motivated by the gender identity or presentation, or the sexual orientation, of a complainant. As such, certain instances of bullying otherwise addressed in EGSD Policy #1205 Transgender Non-Discrimination, or Policy # 8245 Bullying, Intimidation and Harassment may be subject to the procedures in this Policy if they meet the criteria set forth in the definition of "sexual harassment" above.

Designation of Title IX Coordinator

EGSD's Director of Human Resources shall serve as its Title IX Coordinator.

Resolution Procedure for Complaints of Violation of this Policy

EGSD shall respond to all reports and complaints of sexual harassment in a manner that is meaningful and equitable, is not "deliberately indifferent," and works to restore or preserve equal access to EGSD's education programs and activities for all complainants and respondents. For purposes of this policy, a "deliberately indifferent" response is a response to discrimination or sexual harassment which is clearly unreasonable in light of the known circumstances.

Reporting Violations

Any student may make a report of alleged or suspected sexual harassment or other sex discrimination on an individual or systemic basis in violation of EGSD's Title IX Policy to any teacher, principal, or to any other employee of EGSD, or directly to the Title IX coordinator. A "report" must consist of information sufficient to place any employee of EGSD on notice of allegations that a student has been the victim of sexual harassment or that an act of discrimination has occurred. Notice of the allegations to an employee who is alleged to have committed discriminatory acts, or who would otherwise be a respondent to a report of the

allegations does not constitute notice to EGSD. Reports and complaints may be made any time, so long as the complainant is enrolled, or seeking enrollment, in EGSD schools.

Any EGSD employee who receives a report or complaint of sexual harassment or discrimination on the basis of sex from a student, or otherwise receives notice of an alleged instance against a student, must forward the report to the Title IX coordinator as soon as practicable. The Title IX coordinator shall contact the complainant within five (5) business days of receipt of the report. The Title IX coordinator will obtain additional necessary information, discuss supportive measures EGSD may make available to the complainant, and offer the complainant the choice of proceeding with only supportive measures, the Informal Complaint Resolution Process, or the Formal Complaint Resolution Process described below.

Neither the Informal Complaint Resolution Process or any other aspect of this internal procedure, tolls any applicable statute of limitations that may apply to any statutory or common law causes of action that a party may pursue before any governmental agency or court of competent jurisdiction.

Supportive Measures

The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent of a discrimination or sexual harassment complaint, before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to EGSD's education program or activity for one party without unreasonably burdening the other party. These can include measures designed to protect the safety of all parties or the individual's educational environment, or to deter discrimination and sexual harassment generally. Supportive measures may include:

- Counseling;
- Extensions of deadlines or other course-related adjustments;
- Modifications of work or class schedules;
- Supervision at arrival, dismissal, lunch and/or recess;
- Mutual restrictions on contact between the parties; and/or
- Increased security and monitoring of certain areas of the school grounds.

EGSD shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of EGSD to provide the supportive measures in question.

Informal Complaint Resolution Process

In cases that do not involve an allegation of sexual discrimination or harassment between a student and an EGSD employee, a complainant and respondent may opt to resolve a complaint through the Informal Complaint Resolution Process at any time prior to the determination of responsibility, including before or after filing a formal complaint. This informal procedure is intended to encourage communication between the parties involved, either directly or through an intermediary, in order to facilitate a mutual understanding of what may be different perspectives of the offensive behavior, and to prevent a recurrence of such behavior.

Absent extraordinary circumstances, the EGSD school principal shall be responsible for the informal resolution procedure in sexual discrimination or harassment cases under this Policy. For good cause, the complainant may seek assistance from any other EGSD administrator. The person responsible for attempting an informal resolution of a complaint may obtain guidance and assistance from the Title IX coordinator.

The decision to use the Informal Complaint Resolution Process rests entirely at the option of the complainant and the respondent. EGSD shall not condition enrollment or continuing enrollment, employment or continuing employment, or enjoyment of any other right to which the complainant or respondent may be entitled on their choice to pursue the Informal Complaint Resolution Process, or to otherwise waive their right to investigation and adjudication of a formal complaint. To proceed with the Informal Complaint Resolution Process, the Title IX coordinator must obtain both parties' voluntary, written consent to engage in the process.

If the complainant and respondent wish to pursue the Informal Complaint Resolution Process, the Title IX coordinator shall provide a written notice to the complainant and the respondent, which shall disclose the allegations; any consequences resulting from participating in the Informal Complaint Resolution Process, including the records that will be maintained or could be shared; and the requirements of the Informal Complaint Resolution Process, including the circumstances under which it may preclude the parties from resuming a formal complaint arising from the same allegations. Either the complainant or respondent may withdraw from the Informal Complaint Resolution Process at any time prior to the earlier of either the parties' agreement to a resolution, or the withdrawal of the complainant from EGSD schools. If either party withdraws from the Informal Complaint Resolution Process, the complainant may begin or resume proceedings under a formal complaint at any time, so long as the complainant remains enrolled, or is seeking enrollment in, EGSD schools.

Formal Complaint Resolution

A student's formal complaint alleging sexual harassment or individual or systemic discrimination on the basis of sex shall be: (a) in writing; (b) signed by the complainant or the Title IX coordinator, shall set forth a statement of the facts including the name of the respondent(s), and must specifically request that EGSD investigate the allegation of sexual harassment made in the complaint. The complaint may be filed in person, by mail, or by email using this form.

Under limited circumstances, a Title IX coordinator may initiate a complaint themselves. This decision may be appropriate when safety or similar concerns lead the Title IX coordinator to conclude that a non-deliberately indifferent response to actual knowledge of Title IX sexual harassment could reasonably require EGSD to investigate and potentially sanction a respondent. The decision to sign a formal complaint must be documented in writing, along with the rationale for initiating the complaint. Attempts will be made to obtain the cooperation of any student who is an alleged victim of sexual harassment; however, where the cooperation of the alleged student victim is not received, the school shall investigate the allegations, to the extent feasible.

In all stages of the investigation and resolution of a formal complaint, there shall be a presumption that the respondent is not responsible for the conduct alleged in the complaint, until a determination regarding responsibility is made at the conclusion of the grievance process. All determinations shall be based on an objective evaluation of all relevant evidence, and no credibility determination may be based on a person's status as a complainant, respondent, or witness. No discipline or other remedies may be imposed against a respondent without a determination of responsibility.

1. Notice to Complainant and Respondent

As soon as practicable after receipt of a formal complaint, the Title IX coordinator shall send a written notice of the complaint to the complainant(s) and respondent(s), which shall include a copy of this policy. This notice shall include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. Additionally, this notice shall state that the respondent is presumed not responsible for the alleged conduct throughout the proceedings, and that a determination regarding responsibility is made at the conclusion of the hearing process. This notice shall also state that each party may be assisted by an advisor of their choice, who may be but is not required to be an attorney, and that their advisors may inspect and review evidence gathered by EGSD in investigating the Complaint. This notice shall state that it is a violation of this Title IX Policy for any party to knowingly make false statements or knowingly submit false information in connection with any proceeding conducted in connection with this Policy.

The initial interview of the respondent shall take place no earlier than five (5) business days from the respondent's receipt of this written notice.

If, during any investigation, EGSD staff decide to investigate allegations about the complainant or respondent that are not included in the written notice required by this section, the Title IX coordinator, or their designee, must provide notice of the additional allegations to the complainant, respondent, and any additional respondents or complainants.

2. Emergency Removal of Respondent

EGSD may remove a student respondent from an education program or activity on an emergency basis based on allegations of sexual harassment. Prior to doing so, EGSD must undertake an individualized safety and risk analysis and must determine that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. EGSD must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

EGSD may place an employee respondent who is not a student on administrative leave during the pendency of the proceedings, in accordance with the terms of the employee's employment and collective bargaining agreement, if any.

3. Investigations

It is the duty of EGSD, not of the complainant or respondent, to gather evidence needed to make a determination of responsibility. The Title IX coordinator shall designate an investigator to investigate all allegations raised in each formal complaint. The investigation shall begin as soon as practicable after receipt of the formal complaint. The investigation shall include interviews of the complainant, respondent, and any other relevant parties, as well as review of any records or other evidence submitted to the investigator. The investigation shall conclude with the submission of an investigative report to the Assistant Superintendent.

Neither the investigator, the Assistant Superintendent, nor any other EGSD staff may access, consider, disclose, or otherwise use a complainant's or respondent's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the complainant or respondent, unless the investigator obtains that person's voluntary, written consent to do so for the particular process taking place under this policy. If a party is not an "eligible

student," as defined in 34 CFR 99.3, then the investigator must obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3.

Both the complainant and respondent may submit inculpatory or exculpatory evidence to the investigator, or offer to present witnesses, including expert witnesses, to the investigator. Neither the complainant nor the respondent is forbidden from discussing the complaint, allegations, or investigation with others. It shall be a violation of this policy for a complainant or respondent to knowingly make false statements or knowingly submit false information in connection with any proceeding conducted in connection with this policy.

The investigator shall provide notice to the complainant and respondent of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings at which their participation is invited or expected. The written notice shall be provided with sufficient time for the invited party to prepare to participate. Both the complainant and respondent may be accompanied to any hearing, interview, or other meeting by an advisor of their choice, who may be but is not required to be an attorney. The advisor may not speak for the party they are advising at hearings, meetings, or interviews unless both complainant and respondent agree to allow advisors to speak.

At the conclusion of the investigation, but before completing the investigative report, the investigator shall send to the complainant and respondent, and to their respective advisors, a copy of the evidence inspected and reviewed by the investigator in an electronic format or a hard copy. The complainant and respondent may each submit a written response to the evidence within ten (10) business days. Both responses shall be considered by the investigator in drafting the investigative report.

The investigator shall prepare an investigative report that fairly summarizes the relevant evidence. The investigator shall send a copy of the investigative report to the complainant and respondent at least ten (10) business days prior to submitting the investigative report and other materials to the designated Assistant Superintendent, for their review and written response.

4. <u>Dismissal of Formal Complaints</u>

The Title IX coordinator must dismiss a formal complaint if they determine that the complaint (or some of the allegations contained therein) alleges conduct which does not meet the Title IX definition of sexual harassment, alleges sexual harassment which did not occur in EGSD's "education program or activity" as that term is defined above, or alleges sexual harassment which did not occur in the United States. EGSD may still address the allegations in any manner deemed appropriate under its policies, including through the

procedures outlined in #1210 Non-Discrimination and Complaint Resolution Policy if applicable.

In addition, the Title IX coordinator may dismiss a formal complaint at any time prior to the determination of responsibility if the complainant notifies the Title IX coordinator in writing that they wish to withdraw the formal complaint (or some allegations contained therein), if the respondent is no longer employed by or enrolled in an EGSD school, or if specific circumstances prevent EGSD from gathering sufficient evidence to reach a determination.

In the event of a mandatory or discretionary dismissal, the Title IX coordinator must send prompt written notice of the dismissal, including the underlying reasons for the dismissal, to the complainant and the respondent. Both parties have the right to appeal a dismissal.

5. Determination of Responsibility

Absent extraordinary circumstances, the Title IX coordinator shall designate the Assistant Superintendent to act as the decision-maker in the matter no more than five (5) business days after receipt of the formal complaint and shall promptly notify the complainant and respondent of the designation. In any event, the decision-maker may not be the Title IX coordinator and may not be the investigator in the matter. After the conclusion of the investigation, the decision-maker shall review the investigatory report, evidence, and submissions of the complainant and respondent, and shall issue a written determination of responsibility in the matter. The decision-maker shall apply a standard of the preponderance of the evidence in making their determination.[1] The decision-maker shall take no part in the investigation itself and may not be contacted by the complainant or respondent in connection with the matter prior to the conclusion of the investigation. If either party must contact the decision-maker for reasons unrelated to the proceedings, they are advised to contact the Title IX coordinator for assistance.

The complainant and respondent shall submit to the decision-maker written questions to be answered by any party or other witness, which shall be submitted by the decision-maker to the appropriate party after appropriate review. The questions shall be answered within ten (10) business days of their transmission by the decision-maker to the complainant, respondent, or witness, though each party may request reasonable extensions of time from the decision-maker, which shall not be unreasonably denied. If a complainant, respondent, or witness refuses to answer written questions, the decision-maker may not rely on any statement from that individual, provided

[1] Preponderance of the evidence means the greater weight of the evidence, not necessarily established by the greater number of witnesses testifying to a fact but by the evidence that has the most convincing force; superior evidentiary weight that, though not sufficient to free the mind wholly from reasonable doubt, is still sufficient to incline a fair and impartial mind to one side of the issue rather than the other. Black's Law Dictionary 1301 (9th ed. 2009).

that the decision-maker shall not draw a negative inference from the failure of a complainant or respondent to answer questions. The questions must be relevant, and the decision-maker shall exclude any irrelevant question. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. If the decision-maker finds that a particular question is irrelevant, the decision-maker shall explain their decision in writing to the party proposing the questions excluded. The complainant and respondent may each submit one set of follow-up questions to any party they questioned within ten (10) days of receipt of the initial answers.

The decision-maker shall issue a determination of responsibility in the matter in writing, simultaneously to the complainant and respondent. This determination shall:

- Identify the allegations potentially constituting sexual harassment as defined in this policy;
- Describe the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Set forth findings of fact supporting the determination;
- Set forth conclusions regarding the application of EGSD's Code of Conduct to the facts;
- Set forth a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions EGSD will impose on the respondent, and whether remedies designed to restore or preserve equal access to EGSD's education programs or activities will be provided by EGSD to the complainant; and
- EGSD's procedures and permissible bases for the complainant and respondent to appeal.

Any remedies identified in the determination of responsibility must be implemented by the Title IX coordinator.

6. Remedies and Discipline

If the respondent is determined to be responsible for the conduct alleged, the complainant will be made aware of any sanctions imposed on the respondent that directly relate to the complainant. The respondent will not be notified of any individual remedies offered or provided to the complainant. EGSD may

implement remedies for the respondent, complainant, and where appropriate, for the broader school community. The remedies will be designed to restore or preserve equal access to the educational program or activity for a complainant, end the harassment, eliminate the hostile environment, prevent its recurrence, and remedy its effects.

Remedies may include but are not limited to: disciplinary sanctions against the respondent, up to and including long term suspension or expulsion; counseling for respondent; a security escort for the complainant; implementation of a safety plan to limit or eliminate potential shared classes or activities; training or retraining of school employees; and changes to EGSD policies and/or services. Any disciplinary action will be in accordance with due process rights under state law and any applicable collective bargaining agreement.

These procedures do not limit EGSD from removing a student or employee from a program or activity on an emergency basis, based on an immediate threat to an individual's physical health and safety. These procedures do not limit EGSD from placing an employee on administrative leave during the pendency of the formal complaint process.

7. <u>Appeals</u>

Both the complainant and respondent may appeal a determination of responsibility, or the dismissal of a complaint, to the Superintendent within ten (10) business days of the issuance of the determination of responsibility. An appeal may be sought for any of the following reasons:

a. Procedural irregularities that affected the outcome of the matter;
b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
c. The Title IX coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent, which affected the outcome of the matter.

If either the complainant or respondent seeks an appeal, EGSD shall notify the other party in writing when an appeal is filed. Once the appeal is filed, both the complainant and the respondent shall have fifteen (15) business days to submit a statement challenging or supporting the decision-maker's decision and/or the grounds offered for the appeal. After the submissions are received, the Superintendent shall have thirty (30) days to review the comprehensiveness and accuracy of the investigation and conclusions, consider any written statements submitted by the complainant and respondent, and issue a written decision describing the result of the appeal

and the rationale for the result, simultaneously to the complainant and respondent.

The resolution procedure for complaints of violation of this policy constitutes the internal administrative process of EGSD. If a complainant is not satisfied with the outcome, they may pursue further action and remedies available through the outside agencies listed below.

Conflicts of Interest and Training of Personnel

The individual designated as Title IX coordinator, as well as any investigator, decision-maker, or any other person designated by this policy or by the Title IX coordinator to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against complainants or respondents generally, or for or against an individual complainant or respondent. EGSD must ensure that the Title IX coordinator and all investigators, decision-makers, and any person who facilitates an informal resolution process, shall receive training on the definition of sexual harassment in this policy and in Title IX federal regulations, on the scope of EGSD's "education program or activity," on how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and on how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Additionally, all decision-makers shall receive training on any technology which may be necessary in the course of their duties, and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. All investigators shall receive training on issues of relevance, to enable them to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes, and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

Recordkeeping

EGSD shall maintain the following records relating to sexual harassment complaints, investigations, and policies for a period of seven (7) years:

- The record of each sexual harassment investigation, including any determination regarding responsibility, any audio or audiovisual recording or transcript created in connection with an investigation, and a record of any disciplinary sanctions imposed on the respondent, as well as any remedies provided to the complainant designed to restore or preserve equal access to EGSD's education program or activity;

- Any appeal and the result therefrom;
- Any informal resolution and the result therefrom;
- All materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. As required by federal regulations, EGSD shall maintain these training materials publicly available on its website; and
- A record of each report and formal or informal complaint of sexual harassment made to EGSD under this policy, including a record of the travel of the report or complaint, a record of the response by the Title IX coordinator, and any actions taken by the Title IX coordinator or any other employee of EGSD in response to the report or complaint, including any supportive measures the offered to and/or actually implemented for the complainant. This record must also include a determination of whether EGSD's response was "deliberately indifferent," document the basis for this conclusion, and document that EGSD has taken measures designed to restore or preserve equal access to its education program or activity. In any instance where EGSD does not provide a complainant with supportive measures, then EGSD must document the reasons why failing to provide supportive measures was not clearly unreasonable considering the known circumstances.

Retaliation Prohibited

Retaliation includes, but is not limited to, coercion, intimidation, interference, punishment, discrimination, or harassment against any member of the school community in response to that member's oral or written, formal or informal, reporting or filing of a complaint of discrimination, sexual harassment, or retaliation, or in response to that member's cooperation in an investigation, aid or encouragement of another member of the school community to make a report or file a complaint, or for that member's opposition to any act or practice believed to be prohibited by the Title IX Policy.

Retaliation against any person for exercising their rights under any part this Policy, or for testifying, assisting, or participating or refusing to participate in any manner in an investigation, proceeding, or hearing under this Policy is strictly prohibited and is a violation of this Title IX Policy. Any member of the school community who believes they, or another school community member, has been the victim of retaliation, should report the conduct or file a complaint. Students may make a report or complaint to any school faculty, staff, or an administrator. Reports or complaints of retaliation by any other member of the school community should be to the appropriate Non-Discrimination Coordinator or the Title IX Coordinator, as appropriate. EGSD shall investigate all reports or complaints of retaliation promptly, impartially, and in as confidential a manner as possible, to ensure prompt and appropriate action.

Nothing in this section shall limit the exercise of rights protected under the First Amendment of the United States Constitution.

Outside Agencies

In addition to or in lieu of pursuing a complaint under EGSD's Title IX Policy, individuals may file complaints with the following agencies:

R.I. Department of Education
255 Westminster Street
Providence, RI 02903
(401) 222-4600

R.I. Commission for Human Rights
180 Westminster Street, Suite 201
Providence, RI 02903
(401) 277-2661

Equal Employment Opportunity Commission (EEOC)
Boston Area Office
JFK Federal Building
15 New Sudbury Street, Room 475
Boston, MA 02203-0506
1-800-669-4000

Office of Civil Rights
United States Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109
(617) 289-0111

BULLYING, INTIMIDATION AND HARASSMENT (Policy # 8245)

- All suspected incidents of bullying/intimidation/harassment must be reported directly to school administration and can be done so via this link: **Report Bullying/Harassment**
- All reported incidents will be fully investigated by school administration. Depending on the nature of the infraction, students are subject to any and all school-level consequences outlined in this handbook and in any school committee policies.
- Frenchtown Elementary School strives to be a bully-free school. Recognizing that students make mistakes at times in their social learning and because bullying tends to be a repeated or targeted action, classroom teachers tend to be the initial interventionists. When any staff member feels a pattern of bullying behavior is developing he/she should notify the principal. The principal will connect with the parents and a collaborative plan of support will begin. Appropriate disciplinary

consequences shall be determined as outlined in the East Greenwich Bullying Policy(below).

Bullying, cyber-bullying, intimidation, harassment and retaliation against any person associated with a report of bullying or the investigation thereof are prohibited in the public schools of East Greenwich, RI in accordance with the , known as the Safe Schools Act, promulgated by the Rhode Island Department of Education pursuant to the authority set forth in R.I.G.L. 16-21-34. The prevention of bullying is part of the East Greenwich school district's strategic plan (R.I.G.L. 16-7.1-2e) and school safety plan (R.I.G.L. 16-21-24).

East Greenwich public schools are committed to providing a safe and supportive learning environment free from bullying, harassment and intimidation. This policy has equal application to activities during the academic day, extracurricular activities during and after the academic day, including during distance learning sessions, or as otherwise provided in this Policy.

1. **School Atmosphere.** 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 correct and courteous behavior to each other, to students, and to visitors to the school. 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.

2. **Definition of Bullying:** Bullying (which, henceforth, includes Intimidation and Harassment) means an intentional written, verbal, or an electronic expression, or a physical act or threat of a physical act or gesture or any combination thereof that:

    - Would have the effect of physically or emotionally harming someone, damaging someone's property, placing someone in reasonable fear of harm to his/her person, or placing someone in reasonable fear of damage to his/her property;
    - Creates an intimidating, threatening, hostile or abusive educational environment;
    - Infringes on the rights of students to participate in school activities; or
    - 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. See EGSD Policy # 1210 Non-Discrimination and Complaint Resolution.

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

3. **Forms of Bullying:** Bullying can take many forms including, but not limited to:

- Physical: intentional assault, battering, pushing, kicking, hitting or any use of violence. In most circumstances bullying does not include a mutual fight between two students of roughly equal strength who are angry with each other. Such fights are subject to discipline as a violation of school rules prohibiting fighting.

- Social / Emotional: slurs, innuendos, demeaning comments or jokes, drawings/notes, pranks, gestures, threats, stalking, taunting, racial taunts, name calling, sarcasm, extorts, shunning. Bullying also occurs when a student or a group of students organize a campaign of shunning against another student or when a student or a group of students maliciously spread rumors about another student.

- Sexual: unwanted physical attention or contact; sexual comments; unwanted or inappropriate focus on the issues of sexuality, sexual orientation or gender identity.

- Racial/Ethnic: taunts, gestures, graffiti, jokes, demeaning comments

- Cyber-bullying: the use of electronic communications (including verbal, textual or graphic) created and transmitted by any electronic device to humiliate, harass, embarrass, tease, intimidate, threaten or slander another individual. Cyber-bullying can occur 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, facsimile communications, telephone, cellular phone, text messaging device and/or personal data assistance device.

  Forms of cyber-bullying may include, but are not limited to:
  - The creation of a web page or blog in which the creator assumes the identity of another person;
  - The knowing impersonation of another person as the author of posted content or messages; or

- 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 the definition of bullying.

4. **At School:** In the context of these regulations the phrase, 'at school' includes the following places and situations:
    - On school premises,
    - On a school bus or other school vehicle,
    - At school bus stops,
    - While students are walking to or from school,
    - Using property or equipment provided by the school,
    - Using curricular or other materials utilized by the school or the district,
    - At any school-sponsored activity or event, whether or not held on school premises, or
    - Acts, which create a material and substantial disruption of the education process or the orderly operation of the school.
    - During distance learning sessions.

5. **Disciplinary Sanctions:** Disciplinary sanctions for bullying 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, cyber-bullying or retaliation shall include, but not be limited to:
    - Admonitions and warnings
    - Parental/Guardian notification and consultation.
    - Loss of the opportunity to participate in extracurricular activities
    - Loss of the opportunity to participate in school social activities
    - Loss of the opportunity to participate in graduation exercises or middle school promotional activities
    - Loss of school provided transportation or parking pass
    - Detention
    - Police contact
    - In school suspension
    - Short term school suspension (10 or fewer days of suspension) or long term school suspension (suspension for more than 10 days), No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this policy.
    - Expulsion/Removal

6. **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.

7. **Information Dissemination:** The school principal 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:

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

8. **Reporting Procedure:** The principal of each school in the East Greenwich School District shall establish, and prominently publicize to students, staff, volunteers, and parents, how a report of bullying may be filed and how this report will be acted upon.

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 report such circumstances to an appropriate staff member, teacher or administrator, immediately.

9. Parents/Guardians: 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 bullying or a victim of bullying, the parents/guardians of the child will be notified immediately by the principal.

10. Responsibility of Staff: School staff shall take all reasonable measures to prevent bullying and shall report all acts of bullying that come to their attention. In this context, the staff includes volunteers working in the school. Failure to report incidents of bullying may be subject to disciplinary action. The victim of bullying, shall, however, not be subject to discipline for failing to report the bullying.

11. Responsibility of Students: Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place are obligated to report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying shall, however, 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.

12. Investigation of Bullying: The principal or their designee shall promptly investigate all allegations of bullying, harassment or intimidation. If the allegation is found to be credible, appropriate disciplinary sanctions, subject to any appropriate due process procedures, 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 or social worker.

13. Police Notification: When, in the discretion of the principal or his/her designee, bullying involves conduct that may violate the criminal law, the police may be notified. The district has an obligation to report to the appropriate authorities instances that jeopardize the health or safety of individuals on school property.

14. 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. In most cases, retaliation or threat of retaliation will result in the imposition of a short or long-term school suspension and, in appropriate cases, expulsion and/or referral to the police. (R.I.G.L. 11-42-2 Extortion and blackmail) (R.I.G.L. 11-59-2 Stalking prohibited)

15. Prohibition against False Reports of Bullying: False reports concerning bullying will be subject to appropriate school discipline, including short or long-term suspension from school. 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.

16. 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 shall be immune from a cause of action for damages arising from reporting bullying.

17. Individualized School Safety Plan: If a student is the victim of serious or persistent bullying, the principal of the school will immediately intervene to provide safety for the student and prepare a written school safety plan outlining what steps will be taken to provide the student with a safe educational environment. Wherever possible, such steps will allow the least amount of disruption for the alleged victim. This plan will be developed, if possible, with input from the parents of the student. Staff members who are to implement the plan will help formulate it. The parents/guardians of a victim shall be notified of the action taken to prevent any further acts of bullying or retaliation. However, in accordance with the Family Educational Rights and Privacy Act, interventions or consequences applied to an individual shall not be shared with other parties, except to the extent they have been

reported to outside agencies or authorities, or as needed to comply with an individualized school safety plan.

In the instance that school officials and the parents of a child who feels him/herself to be a victim disagree as to whether or not the behavior of another child rises to the level of bullying as defined in this policy, reasonable efforts will still be made to ensure that the parents and child feel that the educational environment is safe.

18. Help for the Victim of Bullying: If the victim's mental health has been placed at risk appropriate referrals will be made. If the bullying included a violent criminal offense the victim of the bullying will be informed of any school transfer rights he or she may have under the Federal *No Child Left Behind Act*.

19. Instruction in the Prevention of Bullying: Faculty, staff, administration and students shall be given instruction in this district's Policy and Regulations against bullying. This instruction shall include methods of discouraging and preventing bullying, along with instruction in how to file a complaint against bullying, and the disciplinary action that may be taken against those who commit acts of bullying.

20. Parent Education: Parent education regarding this policy is also an important piece of prevention efforts. The policy will be included in every student handbook from grades K-12. At the start of each school year, parents/guardians will be requested to sign an anti-bullying form.

21. 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

22. Reports to the Superintendent and to the School Committee: School principals will provide the Superintendent of Schools and the School Committee with data on an annual basis that includes the incidents of bullying that have taken place in the schools under their respective supervision. Such data will include a statement describing what remedial action has been taken to address bullying.

23. Reports to Other Schools: A school principal will send a report of documented bullying to the principal of the following school. Information related to prior incidents will be shared with appropriate faculty and staff at the discretion of the principal.

24. Other Redress: This policy does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. Nor does this policy create or alter any tort liability.

Handbook Acknowledgement via ASPEN, please follow these instructions OR
Hard copy: print, complete and return to school office

FRENCHTOWN ELEMENTARY SCHOOL
STUDENT AND FAMILY HANDBOOK
School Year 2026-2027

Handbook Review and Acknowledgment

Students and parents or guardians are expected to review the school handbook. The acknowledgment confirms that the handbook was received or made available and that the family knows how to access the complete School Committee policies.

Signing the acknowledgment does not waive student or family rights. District policies and procedures may be updated during the school year; the most recently adopted policy or current district procedure will govern.

A translated, interpreted, printed, or accessible version of the handbook may be requested from the school.

Related Resources: East Greenwich Public Schools Policy Manual

Acknowledgment

I acknowledge that the student handbook has been provided or made available to me. I understand that it contains school-specific procedures and summaries of district policies and expectations. I

understand that the complete and most current School Committee policies are available through the district policy manual.

Student Name: _____

Student Grade_____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

_____ _____

For school use only: Received by Date