



**REQUIREMENTS FOR EMPLOYMENT-REPORTING EMPLOYEE ARRESTS AND MISCONDUCT
PPSD REGULATION**

Purpose	<p>Providence Public School District (PPSD or the District) is committed to fostering a safe, supportive, and positive learning environment and workplace for students and employees. PPSD employees are expected to act as role models for students, and to promote the dignity, health, and safety of students.</p> <p>The purpose of this regulation is to establish PPSD standards, procedures, and guidelines with regard to reporting of employee arrests, indictments, convictions, and misconduct. Clear protocols help to ensure the District responds appropriately and promptly to employee misconduct, with the goal of maintaining a safe and healthy learning environment and workplace for students and employees.</p> <p>This regulation does not supersede any policy or procedure on properly reporting child endangerment that should be maintained in addition to the protocol outlined by this regulation.</p>
Definitions	<p>Applicant: Individual seeking employment with PPSD.</p> <p>Certified Educator: Individual who has a valid teacher, administrator, or support professional certificate issued by the Rhode Island Department of Education.</p> <p>Disqualifying Information: Disqualifying information on the Criminal Background Check is any offense listed in Rhode Island General Law §§ 23-17-37, 11-37-8.1, 11-37-8.3, 11-9-1(b), 11-9-1(c), and 11-9-1.3.</p> <p>District Employee or Employee: All District appointed personnel, pursuant to Providence School Board appointments.</p> <p>District Partner, Community Partner or Partner: Contractors, consultants, vendors, employees, and representatives from outside organizations who provide services to the District.</p> <p>Volunteer: Individual who may have direct contact with children and/or students in schools and who assists with and/or provides services on an occasional or regular basis. Volunteers are not employed by PPSD and do not receive any economic benefit or compensation from the District for the assistance that they provide.</p>

<p>Standards, Procedures, and Guidelines</p>	<p>1) <u>Criminal Records Review</u></p> <p>PPSD requires applicants to obtain a national and state background check as a prerequisite of employment, in accordance with Rhode Island General Law §16-2-18.1. Upon the discovery of any disqualifying information, PPSD may deny employment to the applicant.</p> <p>District partners also are required to obtain a national and state criminal records check prior to providing services to the District. Upon the discovery of any disqualifying information, PPSD may deny placement of District partner.</p> <p>Volunteers must undergo a Rhode Island Criminal Background Check prior to commencement of volunteer work each school year, and must comply with the PPSD Volunteer Policy. Decisions relative to volunteer service by PPSD staff will be made in compliance with the volunteer policy and associated administrative regulations.</p> <p>2) <u>Current Employees and Partners to Report Arrests, Indictments, and Convictions</u></p> <p>District Employees must notify their immediate supervisor and the Human Resources office within five (5) calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any misdemeanor or felony.</p> <p>The Human Resources office will maintain a confidential record of information received pursuant to this regulation in the employee's personnel file.</p> <p>District Partners must inform their District supervisor of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any misdemeanor or felony within five (5) days of such event. The supervisor will provide this information to the Human Resources office.</p> <p>3) <u>District to Report to RIDE Information Regarding Certified Educators</u></p> <p>Under Rhode Island Council of Elementary and Secondary Education regulations (200-RICR-20-20-1.4), PPSD must file written reports to the Rhode Island Department of Education within 15 days of the discovery of any of the following:</p> <p>a) The arrest, indictment or conviction of a certified educator for any misdemeanor or felony.</p>
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	<ul style="list-style-type: none"> b) Allegations that a certified educator has engaged in sexual or romantic activity with a child or student. c) Allegations that a certified educator has caused physical injury to a child or student due to negligence or malice. d) Information that a certified educator is the subject of a report filed with the Child Abuse and Neglect Tracking System (CANTS) at the Rhode Island Department of Children, Youth and Families. e) Any certified educator who has resigned, retired or otherwise separated from employment with the agency after it became aware of an allegation that the educator engaged in misconduct. f) Any certified educator who the District has provided notice of intent to dismiss, suspend or place on leave for misconduct. <p>The Human Resources office will prepare such reports to be reviewed by the Superintendent prior to submission to the RIDE Office of Educator Excellence and Certification Services.</p> <p>4) <u>Internal Review and Investigation</u> Depending on the nature of the incident, and acting in coordination with any law enforcement or external investigation, PPSD will conduct a review of information related to any allegations or incidents as described in Section 3(a)-(d) of this regulation, involving any PPSD employee. PPSD will determine the appropriate disciplinary action, including but not limited to suspension with or without pay, and termination, in accordance with applicable collective bargaining agreements, state law, and PPSD policy.</p> <p>PPSD may remove District Partners based on review of information related to any allegations or incidents as described in Section 3(a)-(d) of this regulation.</p>
<p>Training, Communication and Oversight</p>	<p>The Requirements for Employment-Reporting of Employee Arrests and Misconduct Regulation will be distributed to all current PPSD employees and partners. The regulation will be distributed to incoming employees and partners as part of the onboarding and orientation process. The PPSD Employee Handbook will reference this regulation.</p> <p>The Human Resources office will ensure all PPSD managers and supervisors understand the requirements of this regulation and will create procedures within the Human Resources office for receiving and maintaining</p>

	confidential records of information obtained under this regulation. The Human Resources office also will create a process with the Superintendent to ensure proper reporting of information relating to certified educators, as required under Section 3 of this regulation.
Cross Reference	PPSD Policy, “Professional Conduct with Students” PPSD Policy, “Drug- and Alcohol-Free Workplace” PPSD Regulation, “Child Abuse and Neglect Prevention” PPSD Policy, “Volunteer Policy” PPSD Policy, “Community Partnership”
Legal and Regulatory Requirements	200-RICR-20-20-1.4 (B)(6) Rhode Island Department of Education Requirements for Certification Rhode Island General Law § 16-11-1
History	Regulations Passed: 9/21/2021