



**208 PROVIDENCE SCHOOL BOARD COMMUNICATION POLICY OF STUDENT INCIDENTS**

**DRAFT** PPSD POLICY

<p><b>General Belief</b></p>	<p>The Providence School Board acknowledges the importance of student privacy. In addition, board members should be informed about incidents that have a significant impact on school safety, the learning environment, or public relations. Communication will prioritize the safety and well-being of students.</p>
<p><b>Purpose and Scope</b></p>	<p>To establish clear, consistent, and timely communication protocols regarding student incidents, while maintaining student privacy and adhering to legal and ethical standards.</p>
<p><b>Definitions</b></p>	<p>The following definitions are provided to assist in understanding this policy and the legal obligations of the District.</p> <p><b>Student Incident:</b> Any event or situation involving a student that requires administrative intervention, support, or disciplinary action.</p> <p><b>Significant Student Incident:</b> Any event that constitutes a Level Three infraction, as defined in the PPSD Student Code of Conduct policy. This shall include zero tolerance infractions. Under Rhode Island State Administrative Code and Rhode Island General Law, zero tolerance infractions include possession of a weapon, possession of controlled substances, and aggravated assault.</p> <p><b>Providence Emergency Management Agency and Office of Homeland Security (PEMA):</b> Local emergency management agency that has the responsibility for emergency management, and disaster response and recovery.</p> <p><b>Emergency:</b> A state of emergency shall be declared by the mayor if they find a disaster has occurred or that this occurrence, or the threat thereof, is imminent. This includes risk of natural disasters, acts of terrorism, such as a mass shooting, and other manmade disasters.</p> <p><b>Privacy:</b> protected information: Any data or information that may identify a student, or infringe upon their privacy rights as defined by the Family Educational Rights and Privacy Act (FERPA) or any other relevant laws.</p>
<p><b>Guidelines and Implementation Strategies</b></p>	<p><b>Notification Protocol:</b></p>

	<ol style="list-style-type: none"> <li>1. For any significant student incident, a general report will be drafted by a school administrator within 48 hours of the event and provided to the Superintendent’s Office.</li> <li>2. The report will exclude privacy-protected information. Instead, it will focus on the nature of the incident, steps taken, and any broad implications for the school community.</li> <li>3. This report will be shared with the school board president, who will share with all members..</li> </ol> <p><b><i>Please note: Incidents considered a state of emergency, such as a mass shooting, will suspend this protocol, giving all responsibility to PEMA</i></b></p> <p><b>Emergency Situations:</b></p> <p>In situations posing immediate threats to school safety, a designated district official will brief the School Board President or a member of the executive committee. The briefing should focus on essential facts, actions taken, and potential next steps. The School Board President is responsible for informing and disseminating information to fellow board members. The President serves as the spokesperson for the Board positions and represents the Board to outside parties.</p>
<p><b>Training, Oversight, and Communication</b></p>	<p><b>Monthly Reports</b></p> <p>A monthly report of significant student incidents should be provided to board members in an Executive Session, offering a summary of incidents while maintaining student privacy. This will ensure the board is aware of patterns, areas of concern, or trends that might require attention or policy changes.</p> <p><b>Training and Resources</b></p> <p>Board members should receive resources and training to understand their role, the importance of student privacy, and how to interpret reports.</p> <p><b>Review</b></p> <p>The effectiveness and appropriateness of this policy should be reviewed annually to ensure it meets the needs of both the board and the student community.</p> <p><b>Feedback Mechanism</b></p>

	A feedback channel should be established for board members to ask follow-up questions on reports in Executive Session, ensuring clarity and understanding while still respecting privacy boundaries.
Compliance with Laws, Confidentiality Requirements	The Superintendent will ensure that all PPSD employees and all PPSD contractors comply fully with all applicable laws, rules, and regulations, and with all Board policies. In the event any part of any policy is unlawful, the Superintendent will report such an event to the Board as soon as practicable and request of the Board a modification of the policy.
Legal Reference	The Family Educational Rights and Privacy Act of 1974 (FERPA) R.I. Gen. Laws § 16-2-9 R.I. Gen. Laws § 16-2-17 R.I. Gen. Laws § 16-21-18 R.I. Gen. Laws § 30-15-9 Rhode Island Administrative Code 21-2-39:3.0, 3.28 Zero Tolerance Providence Code of Ordinances, Chapter 7 -Emergency Management
Cross Reference	<a href="#">Providence School Board Bylaws</a> <a href="#">Student Code of Conduct</a>
History	Approved by Board: Amended: Regulations Issued: