

## **District Policies and Procedures**

### **Release of Information**

Although not considered directory information, student photographs, video or audio recordings, and electronic images may be used without prior consent in order to publicize or promote a school district program. If you wish to refuse permission for the use of your child's photograph, video or audio recording, or electronic images in district publications, media releases, or the district website, you must notify your building principal in writing by September 30.

### **Crisis/Emergency Management Plan**

The Safe Schools Against Violence in Education Law (SAVE) and Commissioner of Education regulations require school districts establish a district-wide school safety plan. In order to provide a safe and secure environment, the Clarence Central School District adopted a comprehensive plan that outlines specific actions and responses to any crisis or emergency. A 20-member committee consisting of school personnel, community members, parents, students, and police and fire officials developed the Plan.

Building-based emergency response plans are in place at all six Clarence Schools.

### **Public Access to Information**

Certain district records are available for public inspection and copying in accordance with the Freedom of Information Act. Records available for inspection in accordance with the law may be inspected after an application for Public Access to Records form is completed and returned to the Records Access Officer. Records may be inspected in the presence of authorized school personnel during the regular workday. Copies may be obtained for 25 cents per page. Please call 407-9013 for more information.

### **Registration**

A child who transfers into the school district at any time during the school year may be considered for admission provided the parents are legal residents of the District. Information is available on the District website, [www.ClarenceSchools.org](http://www.ClarenceSchools.org) or by calling 407-9013. Children entering kindergarten must be five years of age on or before December 1. Kindergarten registration is held at the four elementary buildings in the spring.

### **Emergency Closing of School**

The Superintendent of Schools may make the determination to close school in the case of inclement weather or other emergency that may pose a threat to the health or safety of students. When school is closed, all related activities—athletic events, field trips, extracurricular activities, and Community Education classes—will also be cancelled. Also, when Clarence Schools are closed due to inclement weather conditions, Clarence school buses will not transport any students, regardless of the school they attend.

Every effort is made to make the decision to close school by 6:00 A.M. If the decision is made to dismiss early, students in grades 6-12 will be dismissed first. Parents of students in grades 6-12 are, therefore, encouraged to discuss contingency plans with their children in the event school is closed early. Dismissal for elementary students will remain as close to 2:30 P.M. as possible to avoid sending younger students home where there may not be adult supervision. Finally, if road conditions are deemed too hazardous to safely transport students home, the Superintendent may make the decision to delay dismissal until conditions improve.

Should an urgent situation occur, the District will send an emergency message to affected households through an automated phone notification system. Because power outages may affect the reliability of the automated system, emergency information is released to the following outlets:

- Radio station WBEN 930 AM
- Clarence School Information Hotline 407-9129
- Clarence Sports Hotline 407-9058
- Clarence website: [www.clarenceschools.org](http://www.clarenceschools.org)

## **Immunizations**

To attend school in New York State, all children must have proof of immunizations. For more information, please contact the school nurse in your child's building or the nurse coordinator at 633-1531. Further information is available on our website.

## **Administration of Medication**

Under special circumstances, when it is necessary for a student to take medication during school hours, the school nurse may administer the medication if the parent or guardian submits a written request accompanied by a written order from a physician.

The medication must be delivered to the school by the parent or guardian in the original, labeled container. Please contact the school nurse at your building for more information.

New York State has implemented **NEW** vaccine requirements for school entry. As of September 1, ALL Grade 7 and 12 students **MUST HAVE** Meningitis vaccines (shots) in order to enter school. Contact your Health Care Provider to be sure your child has what they need to enter school this Fall. A copy of the immunization record must be **BEFORE** September 1.