

APPENDIX
Updated July 2009
BOARD OF EDUCATION POLICIES

For reference consult the Board of Education Policy Manual available in each building under the appropriate number.

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ATTENDANCE POLICY

PREAMBLE

Every student has a right to educational opportunities that will enable the student to develop his or her fullest potential. Attendance policies are based on the principle that regular school attendance maximizes the student's interaction with his or her teachers and peers and is a major component of academic success. Absences, class cuts, and tardiness will impact on class participation and the development of a class average. Improved school attendance generally increases student achievement and reduces the drop-out rate. Therefore, attendance policies that provide for the early identification of attendance problems and effective methods to address them are most likely to succeed. Successful implementation of any attendance policy requires cooperation among all members of the education community, including parents, students, teachers, administrators and support staff. Establishing a good attendance record is important for transition to employment opportunities.

POLICY

Each day a child is absent the sequence of learning is broken and planned classroom activities are missed. Parents can assist the school by stressing the importance of being on time for school and the value of regular attendance.

I. Reasons for absences from school:

A. Excused absences from school may occur for the following reasons:

1. Student illness
2. Illness or death in the family
3. Attendance at a health or counseling clinic for treatment
4. Required court appearances
5. Religious observance
6. Impassable roads due to inclement weather
7. Quarantine
8. Music lessons

Students are expected to make up work.

Whenever possible, parents are encouraged to avoid the use of instructional time for appointments that can be scheduled before or after the school day. If for some reason this cannot be accomplished, a written notification of date and time is required.

B. Unexcused absences from school include the following:

1. Unlawful detention – occurs when students are absent with knowledge and consent of the parent, stated or implied for other than the above reasons
2. Truancy – occurs when the parents of students expect them to be in school and they are not.

Students are expected to make up work.

C. Persistent absences – if absences persist after the school has tried to assist the parent and the child dealing with a serious attendance problem, the following action may be taken:

1. Referral of the parents to Child Protection for educational neglect
2. Students at the secondary level whose absences, both excused and unexcused, exceed 15% during the monthly reported attendance period, will be considered excessively absent and will be referred for administrative review.

D. Suspension

Days of suspension result from violation of school regulations. When students of compulsory age are suspended the school will provide the student with an alternative program. The student will be given the opportunity to take tests that were given during the suspension period.

II. School Reporting

A. Communicable diseases – requires immediate notification to the school office

B. Other illness – requires notification to the school office daily

C. Excuses – within three days of the day the student returns to school a written excuse signed by the parent or guardian stating the reason for the absence(s) is required. If no written excuse is submitted, the absence will be considered unexcused.

III. Tardiness

Each student will be expected to be in school and in each classroom on time. Both parents and the school share the responsibility for assisting students in establishing a habit for promptness.

Frequent tardiness will result in one or more of the following actions:

- disciplinary action
- parent notification by phone or writing
- parent conference with the school administrator
- referral to the district attendance officer
- district administrative hearing for persistent tardiness.

BUS RULES AND REGULATIONS

I. Transportation Philosophy

Pupil transportation is a major function of the school district. It requires special attention so that the greatest benefit will accrue to the district for the dollars expended. It is important to state the objectives which serve as a guide in the management of the pupil transportation program. These objectives include the following:

- to comply with all laws, regulations, and mandates affecting student transportation
- to provide the safest possible transportation and operate the transportation program efficiently and economically
- to operate the transportation program with recognition of the requirements of the instructional program
- to maintain conditions on the buses which are conducive to the best interest of the pupils and employees
- to promote a public understanding of the transportation program, including safety, efficiency and standards of service. Students and parents should be aware specifically of the following N.Y.S. regulations:

#1174. Overtaking and passing school bus.

(a) The driver of a vehicle upon a public highway, street or private road upon meeting or overtaking from either direction any school bus marked and equipped as provided in subdivision twenty of section three hundred seventy-five of this chapter which has stopped on the public highway, street or private road for the purpose of receiving or discharging any passengers, or which has stopped because a school bus in front of it has stopped to receive or discharge any passengers, shall stop the vehicle before reaching such school bus when there is in operation on said school bus a red visual signal as specified in subdivision twenty of section three hundred seventy-five of this chapter and said driver shall not proceed until such school bus resumes motion, or until signaled by the driver or a police officer to proceed. For the purposes of this section, and in addition to the provisions of section one hundred thirty-four of this chapter, the term "public highway" shall mean any area used for the parking of motor vehicles or used as a driveway located on the grounds of a school or a board of cooperative educational services facility or any area used as a means of access to and egress from such school or facility.

(b) The driver of such school bus, when receiving or discharging passengers who must cross a public highway, street or private road, shall instruct such passengers to cross in front of the bus and the driver thereof shall keep such school bus halted with red signal lights flashing until such passengers have reached the opposite side of such highway, street or private road. Whether such passengers are crossing such highway, street or private road or discharging to the same side of such highway, street or private road, the driver of such bus shall keep such school bus halted with red signal lights flashing until such passengers are at least fifteen feet from the bus and either off the highway, street or private road or on a sidewalk.

II. Student Responsibilities

A. Waiting for the bus

Students are expected to behave in a responsible, respectful, and considerate manner. Violations are handled according to the uniform discipline code that follows. Students should:

1. be at the stop 5 minutes before the pick-up time.
2. observe safety precautions while waiting for the bus.
 - a. Stay on the sidewalk and out of the street.
 - b. Look both ways and cross a street only when sure that no moving vehicles are approaching from either direction.

- c. Stand in an orderly line without pushing, pulling and chasing other students.
 - d. Respect private property and stay on the sidewalk.
3. as the bus approaches, line up at least six feet from the street and do not approach the bus until it has stopped and the driver has opened the door.

Do not push others in the line.

- 4. never try to pick up something that you have dropped while boarding or exiting the bus. Ask the driver for help.

B. Loading the bus

- Students should board the bus, go directly to a seat and sit properly.

C. Riding the bus

- listen carefully to the directions of the Transportation staff.
- ride the bus without eating food.
- ride without throwing anything on or out of the bus.
- open windows only with the permission of a Transportation staff member.
- keep all body parts inside the windows.
- stay seated when the bus is moving.
- speak quietly and keep the noise level low.
- talk with the driver only when necessary.
- remember that the following are prohibited:

tobacco products	glass containers	spitting
alcoholic beverages	fish, animals	
illegal drugs	weapons	

- be aware of non-transportable items and make other arrangements to get them to school when necessary.
- carry possessions in a bag or back pack.

D. Unloading the bus

- leave your seat only after the bus has come to a complete stop and the driver has opened the door.
- if you miss your stop, tell the driver as soon as possible. Do not get off at another stop.
- if you drop something, do not attempt to pick it up until you tell the driver or attendant and ask for some help.
- follow any directions issued by the Transportation staff.
- leave the bus quickly but in a courteous manner.
- walk in front of the bus (never in the back) at a distance of at least 10 feet away from the bus when crossing a street.

BUS RULES AND REGULATIONS – continued

If you must cross the street:

- Observe all safety precautions traveling from your bus stop to your home.
- Walk far enough in front of the bus so the driver can see you and you can see the driver. Remember “I see you and you see me.”
- Wait for the driver to give you the universal crossing sign which means it is safe to start to cross the street.
- Stop halfway across the street (about in front of the far edge of the bus) and look both ways to check for oncoming traffic. Look left, right and left again before continuing to cross.
- Cross quickly without running and walk onto the sidewalk.
- Continue directly home.
- If the bus driver sounds the horn, that is a danger signal. Immediately return to the sidewalk and wait for instruction.
- Remember cars don’t always stop for the flashing lights on the bus.

Uniform Transportation Discipline Code

- | | |
|--|---|
| 1. * Arson | - referral to principal and parent with subsequent suspension
- compensation for damages |
| 2. * Assault against employee/
community person | - referral to principal and parent with subsequent suspension |
| 3. * Fighting | - referral to principal and parent with subsequent suspension |
| 4. * Smoking/drugs/alcohol | - referral to principal and parent with subsequent suspension |
| 5. * Weapons | - referral to principal and parent with subsequent suspension |

It is assumed that for the following infractions, the driver and/or attendant has verbally directed the pupil(s) to behave and, if necessary, assign seats prior to resorting to the below stated written discipline:

- | | |
|---------------------------------------|---|
| 6. Eating/drinking/littering | - 1 st slip – notify parent and principal, school discipline
- 2 nd slip – referral to principal and parent, school discipline
- 3 rd slip – referral to principal and parent with subsequent suspension |
| 7. Safety Violation | - 1 st slip – notify parent and principal, school discipline
- 2 nd slip – referral to principal and parent, school discipline
- 3 rd slip – referral to principal and parent with subsequent suspension |
| 8. Shoving/squabbling/shouting | - 1 st slip – notify parent and principal, school discipline
- 2 nd slip – referral to principal and parent, school discipline
- 3 rd slip – referral to principal and parent with subsequent suspension |

- 9. **Spitting**
 - 1st slip – notify parent and principal, school discipline
 - 2nd slip – referral to principal and parent, school discipline
 - 3rd slip – referral to principal and parent with subsequent suspension

- 10. **Swearing/using foul or disrespectful language/ obscene gestures**
 - 1st slip – notify parent and principal, school discipline
 - 2nd slip – referral to principal and parent, school discipline
 - 3rd slip – referral to principal and parent with subsequent suspension

- 11. **Throwing items out window**
 - 1st slip – notify parent and principal, school discipline
 - 2nd slip – referral to principal and parent, school discipline
 - 3rd slip – referral to principal and parent with subsequent suspension

- 12. **Vandalism**
 - 1st slip – notify parent and principal, school discipline
 - 2nd slip – referral to principal and parent, school discipline
 - 3rd slip – referral to principal and parent with subsequent suspension

- * **Offenses that result in immediate suspension from the bus pending referral to the principal.**

Kenmore-Town of Tonawanda Zero Tolerance Policy

As a response to a growing concern in our school and community, the Kenmore Town of Tonawanda Schools have become part of a *Zero Tolerance Community*. Consequently, the schools will respond quickly and severely to illegal substance use of any kind by our students.

In conjunction with the Town of Tonawanda and the Village of Kenmore Police, the Kenmore Town of Tonawanda Schools will be maintaining and enforcing a **Safe and Drug Free School Zone**. The Safe and Drug Free School Zone encompasses a 1,000 foot radius (approximately ¼ mile) from the school property.

MEMORANDUM OF UNDERSTANDING BETWEEN THE
KENMORE AND TOWN OF TONAWANDA POLICE DEPARTMENTS AND
THE KENMORE-TOWN OF TONAWANDA PUBLIC SCHOOLS

GENERAL STATEMENT

The Kenmore and Town of Tonawanda Police Departments, the Superintendent of the Kenmore-Town of Tonawanda Public Schools, the Kenmore-Town of Tonawanda Board of Education President, the PTSA Council President, the Mayor of Kenmore and the Supervisor of the Town of Tonawanda recognize that the abuse of alcohol and other drugs and the threat to personal safety inherent in the possession of dangerous weapons is a threat to our students and community and must be addressed with clear policies and administrative regulations.

These groups pledge to adopt a formal “memorandum of understanding” that will outline the rights and responsibilities each will assume to affect positive change.

All parties agree that as we ask school personnel to take a more active role in observing the behavior of students and to make decisions about the appropriateness of that behavior, that the roles of students, teachers, administrators, staff and the police officer involved must be clearly understood.

An ongoing educational commitment will be made by the school district that will fully inform our K-12 students, parents, staff members and community members of the health concerns inherent in the use of tobacco, alcohol and other drugs.

PROCEDURE:

Any student or school employee will immediately report any of the aforementioned non-compliance of the schools “Safe and Drug Free Policy” to the Principal/Assistant Principal. The Principal/Assistant Principal shall have authority to take appropriate action immediately and will notify the Police as well as the Superintendent of Schools as soon as is reasonably possible.

STATEMENT 1:

The Kenmore-Town of Tonawanda Public School and the Kenmore and Town of Tonawanda Police Departments agree to coordinate our efforts in preventing the possession, use or abuse of tobacco, alcohol and other drugs and ensuring the safety of the school setting. We, therefore, will adopt a written memorandum of understanding that clarifies the following:

- a. The types of incidents that require notification of the police department
- b. The expectations of the students, counselors, teachers and administrators regarding the discovery of alcohol or other drugs, or weapons in school, in the Safe and Drug Free School Zone or at school sponsored activities
- c. The notification process and procedures necessary when a student is found in possession of tobacco, alcohol, illegal drugs, associated paraphernalia, or dangerous weapons
- d. The procedure outlining the actions of the law enforcement officers when contraband is turned over to them by school officials
- e. The procedure by which students and parent will be notified of the adoption of this understanding.

STATEMENT 2:

EXPECTATIONS OF THE POLICE DEPARTMENT

The Chief of Police agrees that any officer responding to the school shall act responsibly to ensure that a trusting relationship is fostered with the school personnel.

- a. The police will respond to any call relating to violations of the law as soon as is reasonably possible.
- b. In instances where the removal of the student is essential to insure the safety of him/herself or others, the police will do so immediately. The police will work with the school in contacting the parents as soon as is reasonably possible.
- c. The police will remove any confiscated illegal drugs, drug paraphernalia or dangerous weapons in possession of the school administration.
- d. The police will cooperate with the school to ensure that the education process is not disrupted whenever possible.
- e. A primary liaison will be appointed by the police chief to coordinate the memorandum of understanding agreement.

STATEMENT 3:

EXPECTATIONS OF THE SCHOOL

NOTE: In the case of weapons possession, any school personnel may notify the police as this is considered an emergency in all cases.

The school will have in place a procedure by which all personnel will report incidents of possession, use or abuse of tobacco, alcohol and other drugs and possession of drug paraphernalia and dangerous weapons to the designated administrator. If a student is suspected of being “under the influence” of alcohol or other drugs, the student should be referred to the school nurse. At any other time that schools have information regarding threats to the safety and health of students, the appropriate person will notify the police department liaison.

The procedure will be disseminated to all school personnel and the police chief for distribution.

The school expects that calls for these incidents will be answered as soon as possible.

Such actions include, but are not limited to:

- contacting of the police to deal with a violator
- immediate confiscation of drugs, weapons
- removal of a violator from the school property
- working with the school to contact parents, legal guardian or a responsible adult.

At all times, the Principal/Assistant Principal will be authorized to call the police liaison to report any illegal activity or need for assistance. In their absence, the responsibility and authority will rest with their designee.

STATEMENT 4:

INCIDENTS TO BE REPORTED TO ADMINISTRATION:

a. Possession of alcohol by a student or possession of any other drugs including, but not limited to tobacco, inhalants, marijuana, cocaine, crack, LSD, PCP, amphetamines, heroin, all steroids, look-alikes and other substances referred to as “designer drugs”. The inappropriate use of prescription or over-the-counter drugs should also be reported.

b. Students suspected, found or admitting to being under the influence of alcohol or other drugs in the Safe and Drug Free School Zone or at school sponsored activities.

c. The voluntary admission by a student that he/she is personally using or suspects use of alcohol or other drugs by a friend should first be handled through the existing student assistance team operating in the school. It is assumed that a member of the administrative staff as well as the school nurse are members of the team.

d. The use, sharing or possession of tobacco in the Safe and Drug Free School Zone or at school sponsored activities.

e. The possession of any firearm or other illegal weapon in the Safe and Drug Free School Zone or at school sponsored activities.

f. The possession of drug paraphernalia.

g. Anytime that there is a threat of bodily harm or homicide to anyone on school property or at school sponsored events.

NOTE: In any incident or case deemed to be an EMERGENCY, call 911 FIRST: THEN notify the appropriate administrator.

STATEMENT 5:

INCIDENTS TO BE REPORTED TO THE POLICE DEPARTMENT

a. Possession of illegal drugs to include inhalants, marijuana, cocaine, crack, heroin, LSD, PCP, amphetamines, all steroids, look-alikes and other substances known as “designer drugs”.

b. Any student in possession of or under the influence of alcohol or other drugs for whom a parent or immediate family member cannot be contacted.

c. Intoxication of any student that is providing behavior or safety problems to school personnel or other students or property.

d. Possession of drug paraphernalia as described in the penal law, i.e. hypodermics or syringes.

e. Possession of illegal weapons including:

1. Deadly Weapons – any loaded weapon from which a shot capable of producing serious injury or death, may be discharged, i.e. rifle, shotgun, handgun, imitation pistol, pellet gun, BB gun

2. Also – switchblade knife, gravity knife, ballistic knife, dagger, billy, blackjack or metal knuckles

3. Dangerous Instruments – any instrument, article or substance including a vehicle which, under the circumstances in which it is used, attempted to be used or threatened to be used, is capable of causing death or other serious injury

4. Possession of any dagger, dangerous knife, dirk, razor, stiletto, or any other dangerous or deadly instrument or weapon with intent to use unlawfully against another

5. Possession of pepper spray.

f. Where there is threat of physical injury or serious physical injury to anyone on the school property or at school sponsored events, the **individual** threatened may elect to file a formal complaint with the police department.

ILLEGAL DRUGS/SUBSTANCES

SUSPECTED SUBSTANCE POSSESSION, USE OR SALE

Staff member suspects substance possession, use or sale by student.

1. Staff member becomes concerned about possible possession, use, or sale because of:
 - class performance
 - tardiness, absenteeism
 - behavior in and/or out of classroom
 - family or peer contact
 - other tell-tale signs.
2. Staff member contacts building administrator, school nurse, and/or Instructional Support Team concerning suspected substance possession, use, or sale.
3. The Team will gather data concerning student by contacting staff members who see the student on a regular basis.
4. Members of the Team will meet to discuss implications of data and decide upon a subsequent course of action which may include:
 - a. interview with student
 - b. conference involving student, Team members, administrators, staff member, parent(s), concerned person or any combination of above.
5. Based on action in four (4) above, a decision is made regarding whether professional assessment steps are recommended.
6. If outside professional assessment confirms the suspicion of substance use, the Team will support, where feasible, the recommendations made by the assessor.
7. If the student and family fail to seek treatment and/or the substance abuse symptoms persist, an administrator may take the following action:
 - a. a police officer or Child Protection agency may be called to take action in those cases where it is determined that the student's behavior may be endangering himself, or other persons or property.
 - b. additional appropriate actions shall be taken according to provisions within the District Student Discipline Policy.
8. The Team maintains an accurate record of progress and meets with student, parent(s), concerned staff and administrator as needed to assess progress.

WITNESSED IN-SCHOOL POSSESSION, USE, OR SALE

Drugs – drug abuse is defined as the possession, distribution or use of illegal drugs and/or the misuse of other forms of internal medication, prescriptive and non-prescriptive, as well as chemical substances.

See Memorandum of Understanding for detailed procedure.

SUSPECTED SUBSTANCE OVERDOSE BY STUDENT

Staff action when confronted with a student experiencing suspected substance overdose:

1. Procedures governing staff action for medical emergencies will be used by staff members when confronted by a student experiencing suspected substance overdose.
 - secure assistance by contacting the school nurse and/or building administrator immediately
 - seek assistance of other staff members if it is appropriate
 - prior to arrival of assistance:
 - if unconscious, call school nurse and 911 immediately
 - if conscious, keep student calm by giving reassurance; attempt to determine nature of overdose – what, how, how much, when
 - do not be hurried into moving the student unless it is absolutely necessary.
2. The school nurse will determine the type of additional action required. This may include one or more of the following:
 - contact parent for instructions
 - call paramedics
 - contact family physician
 - hold in nurse's office pending parent arrival
 - immediate removal from building for emergency medical treatment.

Following the handling of the medical emergency, procedures outlined in the Memorandum of Understanding will be followed.

SERVICES FOR RECOVERING STUDENTS

Services available to recovering students following treatment for substance dependency:

1. Kenmore-Town of Tonawanda Union Free School District offers and/or supports the following services to recovering students:
 - home instruction during hospitalization or residential treatment
 - individual counseling in substance use, abuse and addiction upon return to school
 - support group activities
 - liaison with community agencies.
2. Students going into or returning from treatment will be brought to the attention of the Instructional Support Team in one of the following ways:
 - Team's personal involvement and knowledge of student
 - notification by staff member
 - contact by family
 - information from peers or other sources.
3. For students entering treatment, the Team will:
 - notify student's classroom teachers and other concerned staff members regarding estimated length of stay and date of return to school
 - assist in setting up home instruction for students
 - maintain contact with treatment facility.

4. For students returning from treatment for chemical dependency, the Team will support recommended rehabilitation program. This may include:
 - attendance at support group
 - individual counseling activity
 - other support activity as appropriate (community AA, teen groups or family groups or counseling).
5. The Team will remain in close contact with recovering student to assess progress and assist in any way possible.

SERVICES FOR STUDENTS FROM CHEMICALLY DEPENDENT FAMILIES

Services available to students from families where there is a member who is believed to be chemically dependent.

Note: The staff will exercise great care and sensitivity in any family contact – particularly if family has not been previously involved in treatment activities. Because of the sensitive nature of this family involvement, assistance will always be sought before any attempt at family intervention is made.

1. Kenmore-Town of Tonawanda Union Free School District offers or supports the following services to students from families where there is a member who is, or is believed to be, chemically dependent:

- individual counseling for students
- in-school support group activities
- assistance in locating an Alateen group for support
- assistance to family in dealing with chemical dependency problem through referral services.

2. Student from a chemically dependent home will be brought to the attention of the Instructional Support Team in one of the following ways:

- by self-referral
- by staff member(s)
- by peers
- by family member(s)

3. A Team member will contact student and conduct a pre-assessment interview. The purpose of the interview is:

- to determine the most appropriate role for the school in assisting the student and family.

4. The district will not offer direct treatment services to chronically dependent families; only referral to treatment agencies. Contracts with agencies through funding made possible by the Safe and Drug Free Schools Act may be available to families.