WILLIAMSVILLE
CENTRAL SCHOOL DISTRICT
Est. 1893

Employee Handbook
2026-2027

Required Annual Acknowledgement of Receipt Form for the Employee Handbook

If you do not have computer access to this document or you received a hard copy of the Employee Handbook, please read and sign this page and send it to Human Resources at the District Office.

I have received the Employee Handbook. In addition:

1. ***I received information about the Board of Education Policies listed in this Handbook and information regarding accessing all Board Policies online.***

2. ***I have read all Board Policies contained in this Handbook and understand the complaint procedure to follow if I believe I have been subject to or I become aware of student(s) or other employee(s) who have been subject to discrimination, harassment, and/or retaliation as described in the Board Policies. Please visit www.williamsvillek12.org or WITS->HR->Documents for complaint forms.***

3. ***I understand that if I have any questions about the content of this Handbook, I may ask my principal/supervisor or the Human Resources Office staff.***

4. ***I agree to comply with the policies, procedures, and other guidelines set forth in this Handbook.***

5. ***I understand that the District reserves the right to change, modify, or abolish any or all of the policies, procedures, or regulations contained or described in this Handbook as it deems appropriate at any time.***

6. ***I understand that neither this Handbook nor its contents are an express or implied contract regarding my employment.***

Please Print Name: _____

Signature: _____

Building/School: _____

Date: _____

WILLIAMSVILLE
CENTRAL SCHOOL DISTRICT
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Employee Handbook
2026-2027

Dear Williamsville Central School District Employees,

Welcome to another exciting school year!

To our new employees, we are delighted that you have chosen to join the Williamsville Central School District. To our returning staff, thank you for your continued dedication to our students, families, and one another. Whether you are beginning your first year with us or continuing a long and rewarding career in Williamsville, you are an essential part of our District's success.

Every employee—regardless of role—has the opportunity to positively influence the life of a child. The talents, perspectives, and experiences you bring strengthen our schools and help us continue our long tradition of excellence. Together, we create welcoming, inclusive learning environments where students and colleagues alike feel valued, respected, supported, and empowered to succeed.

The Williamsville Central School District is committed to educational excellence that empowers every student to develop their unique potential and thrive as learners, citizens, and leaders in a diverse global community. Our work is guided by the following beliefs:

- Students are our highest priority.
- Every member of our diverse school community is valued and respected.
- Safe, welcoming, and inclusive environments are essential for learning and well-being.
- Strong partnerships among schools, families, educators, and the community support student success.
- Every student deserves equitable access to engaging, high-quality learning opportunities.
- Social-emotional growth is fundamental to learning and lifelong success.
- Growth, innovation, and excellence should be encouraged, supported, and celebrated.
- Learning is a lifelong journey for both students and adults.

Your work is vital to fulfilling this mission, and we are grateful for the commitment, professionalism, and care you bring to our schools each day.

About This Employee Handbook

This Employee Handbook is designed to serve as a practical resource for all employees. It contains important information about District policies, Human Resources procedures, employee benefits, and available resources. While the Handbook provides guidance on many topics, every employee is responsible for becoming familiar with and complying with all applicable Board of Education policies, administrative regulations, and District procedures, including any associated complaint processes.

During the fall semester, all employees will be asked to acknowledge receipt of the Employee Handbook. Depending on your position, this acknowledgement may be completed electronically through GCN Training as part of your required annual training or by signing and returning a printed acknowledgement form.

The Employee Handbook is available electronically on the Human Resources page of WITS and on the District website. Your electronic or written acknowledgement confirms that you have received access to the Handbook and understand your responsibility to review and follow its contents.

Employees may also access the complete Board of Education Policy Manual online. As policies are revised or adopted by the Board of Education, updates will be incorporated into the online policy manual shortly after Board approval.

Because policies, procedures, contact information, benefits, and other resources may change during the school year, the electronic version of the Employee Handbook available through the Human Resources section of WITS should always be considered the most current and authoritative version. We encourage you to refer to it regularly for updates.

We are continually looking for ways to improve this resource. If you have suggestions for enhancing the Employee Handbook, please share them with the Human Resources Office by emailing HR@williamsvillek12.org**.**

Thank you for all you do to support our students, our colleagues, and our community. We wish you a successful, fulfilling, and rewarding 2026–2027 school year.

Best wishes for another exceptional year!

Dana Floriano
Executive Director of Human Resources

Mission and Belief Statements

Our Mission:

The Williamsville Central School District is committed to educational excellence that empowers all students to develop their unique potential and thrive as learners, citizens, and leaders in a diverse global community.

In our commitment to educational excellence, we believe:

- Students are our highest priority.
- All members of our diverse school community are valued and respected.
- A welcoming environment that prioritizes safety, wellness, and belonging is essential.
- Effective partnerships among schools, educators, families, and community, support student learning and well-being.
- All students deserve equitable access to engaging instructional and curricular opportunities to support their success.
- Strong social-emotional competencies enhance learning and success.
- Growth and excellence are to be encouraged, supported, and celebrated.

Williamsville Central School District is an equal opportunity employer in compliance with all applicable laws including New York State Human Rights Law, Title IX, Title VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Law, and Section 504 of the Rehabilitation Act. Williamsville Central School District does not discriminate against any person on the basis of age, race, color, creed, national origin, marital status, religion, sex, sexual orientation, military/veteran status, or disability. Please address questions and complaints to the District Compliance Officer and Executive Director of Human Resources, 105 Casey Rd, P.O. Box 5000, East Amherst, NY 14051.

SECTION I:

Human Resources Office Services and Procedures in the Williamsville Central School District

The services provided by the Human Resources Office include administration of applicable Federal and State laws/regulations and school district policies, investigation of complaints of discrimination, harassment, retaliation, recruitment and selection of employees, payroll services, benefits administration, administration of leaves of absence, contract administration and attendance of teaching faculty and support staff.

Do you have QUESTIONS? We can help!!

Topic	*Contact*	*Telephone*	*Email*
Law, Regulation, Policy Discrimination & Harassment Complaints	Dana Floriano	626-8051	dmflori@williamsvillek12.org
Non-Instructional Personnel, Administrators & Teachers	Dana Floriano	626-8051	dmflori@williamsvillek12.org
Labor Relations	Moira “Molly” Cooper	626-8050	mhcoope1@williamsvillek12.org
Seniority, Step Placement, Personnel Records - Administrators & Teachers	Alexander Nowasell Brianna Buckley	626-8051 626-8042	atnowas@williamsvillek12.org bjbuckl@williamsvillek12.org
Seniority, Personnel Records – Civil Service and Support Staff	Michelle Intihar	626-8050	maintih@williamsvillek12.org
Payroll: Admin/Teachers/Coaches	Mary Gangloff	626-8055	megangl@williamsvillek12.org
Support Staff	Kathleen Lukomski	626-8496	kklukom@williamsvillek12.org
Support Staff	Shennan O’Donoghue	626-8049	smodono@williamsvillek12.org
Global Compliance Network (GCN)	Michelle Intihar	626-8050	maintih@williamsvillek12.org
Job Opportunities	Lisa Goss	626-8053	lmgoss@williamsvillek12.org
Health Benefits-WTA	Benefits Trust	633-6183	WTABT@williamsvillek12.org
Health Benefits-All Others	Sharon Travis	626-8054	sltravi@williamsvillek12.org
Employee Assistance Program	Child & Family Services	681-4300	www.eap.cfsbny.org
Workers’ Compensation	Sharon Travis	626-8054	sltravi@williamsvillek12.org
Family Medical Leave Act	Sharon Travis	626-8054	sltravi@williamsvillek12.org
Absence Management System	Auto System		1-800-942-3767
Absence Management System after 7:30am – Main Contact	L. Goss	626-8053	lmgoss@williamsvillek12.org
Absence Management System 6-7:30am Staffed by BOCES	M. Manuszewski	821-7238	mmanuszweski@e1b.org

Do you have CHANGES to report? We can help!!

Personnel Records are confidential. Board Policy requires privacy in the maintenance and use of information in your file. It is essential that we maintain accurate records for payroll, benefits and all other personnel matters.

Please inform the Human Resources Office in writing should you have any changes in name, address, phone, and/or family or marital status using the forms found on WITS->HR->Documents or in the Human Resources Office. Should your certification change please send a copy to the Human Resources Office. Changes in tax status should be reported in writing to the Payroll and/or Benefits staff. Forms for that purpose are found on WITS->HR->Documents->Payroll Forms or in the Human Resources Office.

Teachers and Civil Service members must obtain prior approval to receive stipend salary credit for additional post-master's graduate hours. Approval is granted for courses taken at an accredited institution of higher learning, provided they align with a teacher's Part-30 tenure area or a civil service member's specific area of responsibility. Please read and complete the "Application for Approval of Graduate Credit" found on WITS>HR>Documents>Certified Staff forms. Questions regarding this topic should be sent to HR@williamsvillek12.org

Related Human Resource Forms and PDF Files found on WITS->HR->Documents:

Accident Form
Benefits
Certified Staff Forms
Change of Name/Address/Phone Form
Classified-Support Staff Forms
Code of Conduct
Complaint Forms
Employee Handbook
ERS Membership Application
Payroll Forms
Policy Agreement
Retirement Guides
Safety Plan
TRS Membership Application

Employee Review of Personnel File

Employee files are confidential and not open to anyone who is not an official or authorized employee of the District except as legally mandated. Whenever an item is added to an employee's file, a copy of that item will be sent to the employee at the same time. Employees may request to inspect their Personnel File, maintained in the District Office, by contacting the Human Resources Office for an appointment. At the time of the inspection, the employee shall initial and date every item in the file as evidence that they have seen the item. The employee may make a written request to be furnished with one copy each of any item in their file. The employee may also provide the Assistant Superintendent for Human Resources/Executive Director of Human Resources a written, signed, and dated comment in triplicate respecting any such item in the file, and one copy of the comment will be placed in the file.

Human Resources Procedures A to Z

Absences

All employees must record their absences in WITS using the Time Off Calendar. When recording time off, please categorize the time from the appropriate category in the drop-down list. The calendar can be found on WITS->HR->Time Off Calendar. The request will be automatically forwarded to your direct supervisor for approval.

If you are unable to provide advance notice for your absence, please notify your direct supervisor by phone or email as early as possible. Please remember to record your day off in the Time Off Calendar once you return to work.

In addition, Certified and Licensed faculty and Special Education Teacher Aides who may or may not require a substitute should also record their absence in the Absence Management System (AMS). The AMS is an automated employee absence management and substitute placement system that provides both telephone and web access. The Absence Management System is available 24 hours a day, seven days a week.

Website: www.aesoponline.com
Toll-free Automated Telephone System: 1-800-942-3767
Lisa Goss: 716-626-8053 or lmgoss@williamsvillek12.org
Millie Manuszewski (BOCES): 716-821-7238 or mmanuszewski@e1b.org

All Other Employees: The AMS is important for faculty and staff who require substitutes in their absence. Provisions for various short-term absences vary by employee position. Your supervisor will inform you of the means to request short-term absences for sick leave, personal leave, and bereavement in accordance with the collectively negotiated agreement with the unit to which you belong.

After School Activities Following an Absence

Employees can work and be paid for after-school activities (i.e., in-service, intramurals, athletic proctoring, coaching and supervising extracurricular clubs) if:

1. Your absence during the regular workday is due to events such as family illness, emergency, personal business, bereavement leave, religious holiday, court appearance or jury duty but **not due to personal illness/injury**.
2. You worked **at least half** of your normal work hours that day.

Employees cannot work or be paid for after-school activities if your absence during the day is due to personal illness or injury. Exception: If you are absent due to a short-term injury with restrictions (e.g., using crutches) and have received clearance through the temporary medical restrictions review process.

Blood Donation

In accordance with NYS law, the District provides employees up to three hours of paid leave time per calendar year for the purpose of donating blood. To request this leave, please follow the instructions on the Request for Paid Leave Time for Blood Donation form available in the Human Resources Office or on WITS->HR->Documents->Payroll Forms.

Cancer Screening

In accordance with NYS law, the District provides employees up to four hours of paid leave time per school year for the purpose of obtaining cancer screening. Please follow the instructions on the Request for Paid Leave Time for Cancer Screening form available in the Human Resources Office or on WITS->HR->Documents->Payroll Forms.

Certification of Teachers

It is each teacher's responsibility to assure that their certification is current and meets the requirements of the applicable laws, Regents and Commissioner's requirements. Please bring the original of your certification or licensure documents to Human Resources staff for copying whenever there is a change to your certificate. Don't forget to contact the Human Resources Office when you complete your graduate degree.

Certification and Qualifications (Policy 6212)

In accordance with applicable statutes, Rules of the Board of Regents, and Regulations of the Commissioner of Education, each employee of the District whose employment requires certification or other licensure shall inform Human Resources by emailing HR@williamsvillek12.org immediately of any change in the status of their certification or licensure. The changes shall include, but not be limited to, the granting, revocation, upgrading, expiration, conversion and/or extension of these documents as to their periods of validity or their titles.

Original certificates and/or licenses must be presented for examination and copying in the Human Resources Office as soon as they are available to the employee. The copies will be maintained in the employee's personnel file in support of the legitimate employment of each affected employee. The failure of any such employee to possess the required certification or other licensure may result in the discharge of that employee.

Credit Union

Williamsville Central School District employees and their family members have the opportunity to become members of the Williamsville Federal Credit Union. The WFCU was chartered in 1953. It is a not-for-profit financial institution owned and controlled by the members. A Board of Directors, elected by the membership, is the policy making and governing body for the Credit Union. You can find out more at www.williamsvillefcu.com.

District Property

The Williamsville Central School District is considered a municipal entity in New York State, and as such, is required to comply with Article VIII Section 1 of the New York State Constitution, also known as the "Gift and Loan" Clause."

The Gift and Loan Clause specifically regulates gifts or loans of public monies for private purposes. Essentially, it prohibits the use of municipal resources for non-governmental purposes. It aims to ensure that employees or private citizens do not use municipal resources for their own benefit or private gain, thereby preserving the government resources for the public.

Additionally, we are bound by Education Law § 2-d, which expressly prohibits the use of personally identifiable information for commercial or marketing purposes. Personally identifiable information includes student's and employee's names, addresses, phone numbers, email addresses, etc.

What does this mean?

District resources cannot be used by employees for non-governmental purposes, meaning WCSD employees are not permitted to use public resources for private benefit or financial gain.

Examples include, but are not limited to:

- Using district equipment for work on private property or for personal gain, such as operating a district plow on private property or running a snowplow business using district equipment or using a district computer to operate an Etsy shop or sell items on Facebook Marketplace.
- Using district grounds or facilities to run programs and camps without receiving permission through the permit or lease process, which may include providing proof of insurance and paying the rental fee.
- Use of district email, WITS, or sending home a flyer with students to advertise private business, for example, photography, sports clinics, catering, tutoring, travel, or freelance work.
- Utilization of district data, including but not limited to parent, student, and/or staff contact information for marketing and advertising, for example, leveraging students' academic records to target marketing for tutoring services, or using a grade list for senior photography sessions.
- Use of district supplies such as paper, printing, 3-D scanner, or art supplies, for personal business.
- Use of school times or facilities for personal business, including performing work before or after your reporting work hours, during lunch, or unscheduled time while on district property.
- Use of District and/or schools' logos, including, but not limited to names, mascots, and/or slogans, to promote, advertise, or use on merchandise (excludes use by PTA/Booster Clubs with permission).

In summary, employees cannot use information or resources to which they are privileged by terms of their employment for personal use or financial gain.

For additional information, please review WCSD Board of Education policies, including:
BOE #3272 Advertising in the Schools
BOE #3320 Confidentiality of Computerized Information
BOE #6110 Code of Ethics for Board Members and all District Personnel
BOE #6410 Acceptable Use Policy
BOE #6411 Use of Email in the District

Emergency Planning and Weather-Related Delays/Closing

The safety and well-being of our students and staff are a priority in the Williamsville Central School District. We have a comprehensive District-wide emergency response plan that will assist the quick response of staff and public safety partners should an emergency occur. All employees will receive training for their role in the emergency response plan. In addition, each school building has a safety committee that oversees the emergency response within a school. These committees meet regularly to review procedures and conduct annual training. When an emergency occurs, the District uses the e-Alert system to send emails, text messages, and mobile app push alerts to families and employees with related information. This includes weather related events such as school closing, delayed opening, and/or early dismissal information. All faculty and staff are automatically enrolled to receive e-Alerts.

Employee Assistance Program (EAP)

The Board of Education recognizes the importance of helping employees deal with problems that may affect the employee's ability to perform their job. The District's Employee Assistance Program (EAP) is available to all employees, and their families, to help to resolve personal problems in an effective and confidential manner. The services of Child and Family Services Employee Assistance Program (C&FS EAP) are free to the employee and are a neutral and confidential resource. These services include help with:

- Work and/or personal stress
- Marital and/or family issues
- Relationship issues
- Alcohol and Substance abuse
- Tobacco Cessation
- Depression/Anxiety/Anger
- Grief and Loss issues
- Health Coach/Nutrition
- Mediation and Conflict Resolution
- Legal consultation
- Financial consultation
- Consumer Credit counseling
- Eldercare consultation
- Childcare consultation
- Vocational counseling

Your C&FS EAP is easy to access. Employees and/or household members can call or go online to arrange a confidential appointment and receive services free of charge.

To make in-person and telehealth appointments or to receive more information from Child and Family Services Employee Assistance Program, call (716) 681-4300 24 hours a day, 7 days a week. Or visit the C&FS EAP website at www.eap.cfsbny.org. If you need **immediate** assistance from a mental health counselor, please call the main EAP number (716) 681-4300 or 1-800-888-4162 (outside Erie County), choose option 2, and you will be connected directly.

Employment

Current external job openings are advertised to employees and the public on the District website, www.williamsvillek12.org, as well as on the School Spring job site, williamsville.schoolspring.com. Paper copies of each posting can also be viewed in each school location and the District Office.

Unless otherwise stated in a job posting, all external candidates must apply online for a specific position at williamsville.schoolspring.com using an electronic process. Please do not mail, fax or email any resumes, letters of interest, reference letters, transcripts or certifications to the School District. All of the above should be attached to your application online.

Although external applicants are strongly encouraged to complete an online application when applying to a job posting, paper applications are available for certain non-instructional applicants who do not have access to a computer. A paper application can be downloaded on the District website or picked up at the reception desk in the District Office. Please send the completed paper application to Human Resources, 105 Casey Rd., PO Box 5000, East Amherst, NY 14051-5000.

Current employees will also see internal postings in each school location and may apply by submitting a letter of interest, BID Response, or appropriate paper application (as indicated in the application procedure listed on each posting) to Human Resources.

The Williamsville Central School District is an equal opportunity employer in compliance with NYS Human Rights Law, Title IX of the Civil Rights Act of 1964 and the Equal Employment Opportunity Law. The Williamsville Central School District does not discriminate against any person on the basis of age, race, color, creed, national origin, marital status, religion, sex or disability.

All hiring of non-instructional staff will be conducted in accordance with the rules and regulations of the Erie County Civil Services Commission.

Family Medical Leave Act

FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for an employer for at least one year and for 1,250 hours over the past 12 months. During the duration of an FMLA leave, the employer will maintain the employee's health coverage, and upon return the employee will be restored to their pay, benefits, and other employment terms. FMLA leave and benefits are provided concurrently with any paid sick, personal or extended leave for which an employee may be eligible pursuant to the appropriate collective bargaining agreement. Please contact Sharon Travis at 626-8054 or sltravis@williamsvillek12.org for information about the Family Medical Leave Act.

Flexible Benefits Plan (P&A)

A Flexible Benefit program is available to employees who wish to shelter a portion of their income for unreimbursed medical expenses and/or dependent care. Further information can be obtained from P&A Group, at www.padmin.com, the company that manages these savings plans for the District. Employees can also contact P&A via telephone at 1-800-688-2611. Forms are available in the Human Resources Department.

Global Compliance Network Training (GCN)

All employees are required to complete the following GCN training modules by January 4, 2027: Bloodborne Pathogens, DASA-Williamsville, Hazard Communications, Reporting Child Abuse in an Educational Setting, Seconds Count Video, Sexual Harassment NY, Student Data Privacy, WCSD Suicide Prevention, Workplace Violence in Schools - NY, WCSD Code of Conduct, WCSD Employee Handbook, WCSD Policies, WCSD Safety Plan and Supplement to Workplace Violence Training. Facilities staff is required to also complete the Cleaning Chemicals module and Administrative Council employees must complete Title IX training. New employees are asked to complete the training within the deadline or within two weeks of the date of hire, if the deadline has passed.

Substitute Teachers, Substitute Aides, Substitute Monitors, Substitute Health Aides, Substitute Clerical, Substitute Nurses, and Home Instructors are to complete ALL required modules by November 1, 2026. Substitutes hired after November 1, 2026 should complete the modules within two weeks of the date of hire.

Directions for accessing each module are available on WITS->HR->Documents or at www.williamsvillek12.org under the Human Resources tab. Our Organization ID is 24915. If you need assistance, please contact Lisa Kraska at 626-8098, or lnkrask@williamsvillek12.org.

ID Badges

Full and part-time employees must wear the District issued photo ID badge at all times while on duty. All employees will be issued ID badges, some of which will allow entrance into District buildings.

Substitute Teachers, Substitute Aides, Substitute Monitors, Substitute Health Aides, Substitute Clerical, and Substitute Nurses will receive a “Substitute” ID badge upon reporting to the main office within each school at the start of each assignment. Substitute ID badges should be returned to the main office at the end of each day.

Please contact Tara Meyers at 626-8045 or tlmeyer@williamsvillek12.org immediately if your ID badge is lost or stolen or if you need any assistance.

Injuries at Work and Workers’ Compensation

Contact Sharon Travis at 626-8054 or sltravi@williamsvillek12.org for information about the Workers’ Compensation coverage of the District. Please be sure to immediately report to your principal, nurse or department supervisor any injury sustained at work in the normal course of your duties. It is important to fill out an accident/injury report within 24 hours of an accident or injury so that the insurance company may be notified. Accident forms are available at each building or on WITS->HR->Documents.

Leave of Absence

In accordance with the guidelines established by the collective bargaining units, a Leave of Absence (LOA) may be granted under certain circumstances. To request a LOA, please submit your request to your supervisor and copy Human Resources. Include the start and end dates of the proposed leave, along with a brief explanation for the absence. Both your supervisor and Human Resources will review and either approve or deny the request.

Payroll Department

Employees are paid every two weeks over the school year or calendar year depending on position and payroll distribution election. Direct deposit is a convenient option for the employee and employer. Direct deposit forms are available in the Human Resources Office or on WITS->HR->Documents->Payroll Forms.

Teaching faculty wishing to receive their ten-month salary over twelve months should complete the Salary Election form and return it to the Payroll Department. Whenever you need to change deductions for federal and state tax withholding, complete and return the forms to the Payroll Department. Forms are available in the Human Resources Office, on www.williamsvillek12.org, or on WITS->HR->Documents->Payroll Forms.

Tax Forms: W-4 (Federal) and IT-2104 (NY State) withholding forms are available on WITS->HR->Documents->Payroll Forms. These forms may be submitted to payroll at any time throughout the year when changes need to be made to Federal and/or State deductions.

Tax Deferred Savings: The 403(b) is one way of accumulating savings using current pre-tax income in a personal retirement savings account. The OMNI group manages all aspects so that the District, all participating employees, and each of the various vendors and their agents adhere to all the many compliance regulations of the Internal Revenue Service. You will find links to OMNI, all required forms, explanations of how the savings plan works, contact phone numbers etc. on the OMNI site at www.omni403b.com. The application form can also be found on WITS->HR->Documents->Payroll Forms.

New York State also provides the NYS Deferred Compensation Plan for accumulating additional retirement savings. Please visit the Payroll Department tab at www.williamsvillek12.org or on WITS->HR->Documents->Payroll Forms to view a brochure explaining the “highlights” of the NYS plan.

Pregnancy, Adoption and Child-Rearing Leaves of Absence

The availability and requirements for various paid and unpaid leaves of absence vary by employee job classification and the terms of the Negotiated or Collective Bargaining Agreement covering the position of the employee. Therefore, employees should refer to the Collectively Bargained or Negotiated Agreement covering their job title for information on available paid and unpaid personal leave.

WTA members will find the *Guide to Pregnancy and Adoption* on WITS->HR->Documents->WTA. This is a joint WCSD/WTA effort to explain how teachers successfully navigate the process for the paid/unpaid portions of leave associated with maternity and/or adoption.

Professional Expectations

The Williamsville Central School District is committed to fostering a respectful, professional, collaborative, and inclusive workplace where all employees contribute to a positive culture that supports student success.

All employees are expected to conduct themselves with professionalism, courtesy, integrity, and respect in every interaction with students, families, colleagues, and members of the

community. Employees are expected to maintain appropriate professional boundaries in both in-person and digital environments; communicate respectfully, even when opinions or perspectives differ; safeguard student and employee confidentiality; and work collaboratively to identify constructive solutions to challenges. Every employee shares responsibility for promoting a safe, welcoming, and inclusive environment for students, staff, and visitors.

Employees are also expected to fulfill their professional responsibilities by reporting to work, assigned duties, meetings, and other required activities on time and prepared to perform their responsibilities. Employees should present themselves in a manner that reflects the professionalism of the District and is appropriate for their position and work environment.

Resignation and Resignation for the Purpose of Retirement

Notice of Resignation/Retirement

Under NYS Education Law 3019a, certified WTA staff are required to provide 30-days' notice of voluntary resignation. The District can waive the notice requirement if your vacancy can be filled in less time. If you wish to request approval for a waiver of the notice requirement, please email your Principal and copy the Assistant Superintendent for Human Resources/Executive Director of Human Resources.

Confidential staff are contractually required to provide 60-days' notice for resignation or retirement.

CSEA staff are encouraged to provide a minimum of two-weeks' notice of resignation to facilitate a smooth transition and four (4) months' notice for retirement.

WADA staff are encouraged to provide a minimum of 30-days' notice of resignation to facilitate a smooth transition and six (6) months' notice for retirement.

WAERP staff are contractually required to provide 30-days' notice for resignation or retirement.

WSCTA staff are contractually required to provide 30-days' notice for resignation and one hundred fifty (150) days' notice for retirement.

RESIGNATION

Recognizing sometimes life leads you in different directions, and you may want to separate from service with Williamsville Central School District, please submit your resignation as described below:

1. **Deliver your Resignation Letter**

All resignations must be confirmed in writing to both your Supervisor and the HR Department. Please use this template for your resignation letter:

Dear Superintendent Brown-Hall:

This letter is to inform you that I, _____, am hereby resigning from the Williamsville Central School District. I understand that my contract requires _____ days' notice. Therefore, my last day of work will be _____.

I understand it is my responsibility to return all District property to my supervisor, and I will do so before my last day of employment.

I understand that it is my responsibility to keep the District informed of any change of address for one year, to ensure delivery of required state and federal forms.

I am resigning for (choose one) Personal, Medical, Other Employment, Other_____.

Sincerely,

Signature

Home address

Phone and personal email

Title of Position

School/Department Location

This template is also available electronically through DocuSign and will be automatically submitted to the Human Resources Department. Please use the links below:

WAA, WDA, WTA Certified Staff Resignation Form

CSEA, WAERP, Confidential and Exempt Civil Service Staff Resignation Form

RETIREMENT

Retirement Guides are available on WITS->HR->Documents->Retirement Guides.

Important steps and topics to consider as you move through the retirement process are suggested below:

1. **Make an appointment with the Retirement System**.

NYS recommends up to 18-months' prior to your retirement date.

Contact ERS (https://www.osc.state.ny.us/retire/) or TRS (https://www.nystrs.org/)

Some suggested topics to discuss with the system representative are: state benefits, state years of service (YOS), how to choose a retirement date, how to file, etc.

In order to retire with WCSD, employees must also retire with the state system. Usually, you are ineligible to retire until 55 years old and vested with the system. Disability retirement at an earlier age must be state approved.

2. **Deliver Your Retirement Letter**

All resignations for the purpose of retirement must be confirmed in writing to your Supervisor and the HR Department. Please use this template for your retirement letter:

Dear Superintendent Brown-Hall:

This letter is to inform you that I, _____, am hereby resigning from the Williamsville Central School District for the purpose of retirement into the (choose one) NY State and Local Retirement System or NYS Teachers' Retirement System. My last day of work will be _____. The effective date of my retirement will be _____.

I understand it is my responsibility to return all District property to my supervisor, and I will do so before my last day of employment.

I understand that it is my responsibility to keep the District informed of any change of address for one year, to ensure delivery of required state and federal forms.

Sincerely,

Signature

Home Address

Phone and Personal Email

Title of Position

School/Department Location

This template is also available electronically through DocuSign and will be automatically submitted to the Human Resources Department. Please use the link below:

Retirement Letter Template Editable Effective Date

3. Pay attention to Contractual Deadlines for RECEIPT of letter

CSEA: 4-month notice prior to date of retirement to be compensated for unused illness days

WADA: 6-month notice prior to date of retirement to obtain Health Insurance Fund

WAERP: 30-day notice prior to date of retirement to obtain Attendance Bonus

WSCTA: 60-day notice prior to date of retirement to be compensated for unused illness days

WTA: 30-day notice prior to date of retirement is required.

4. Timelines Detailed in Contracts Consider District Years of Service (YOS)

- District YOS do not always match ERS/TRS YOS and do not affect state benefits.
- District YOS do affect eligibility for district retiree benefits and termination compensation amounts as collectively bargained.
- Inquiries about your District YOS must be submitted via email to Payroll.

Exit Procedure

Resigning employees should utilize the **WCSD Employee Exit Checklist** found on WITS->HR->Documents when meeting with their supervisors to ensure that all District property

is returned and to provide an opportunity to discuss any questions or concerns about the upcoming transition.

Address Change

It is the responsibility of the departing employee to notify the District if your address changes within one year of your resignation to ensure that benefits and tax information are received on time. Please complete the Change of Address form on WITS->HR->Documents or take a photo/scan and submit it, along with a scan or photo of legal picture ID (license, employee ID, etc.) if submitting after separation to Mary Gangloff megangl@williamsvillek12.org.

Final Pay & Insurance/Benefits

- If the resigning employee is eligible for compensation for accrued but unused accruals, it will be paid out consistent with your union's collective bargaining agreement.

- For resignations over the summer, regardless of when your resignation letter is received (May - August), you will cease being enrolled in the health insurance or waiver incentive program *effective the last day of the month if your effective date is after the 17th of the month.* For 10-month employees to be eligible for health insurance over the summer, your resignation date must be effective August 17th or later. Resignation letter must be received by the District prior to the last day physically worked in accordance with the negotiated agreement.

- If you are enrolled in a Flexible Spending Account, your enrollment will terminate effective on the date of your resignation. You have 60 days to submit claims for qualifying expenses before your resignation. If you have a remaining balance for your Health FSA, you will receive a COBRA notification.

- If you are enrolled in a 403b or NYSDCP 457b, it is your responsibility to contact the account representative to take actionable steps.

Retirement System

Membership in either the NYS Teachers' Retirement System or the NYS Employees' Retirement System is a mandatory benefit for full-time employees and optional for part-time employees. Any questions can be answered by contacting:

NYS Teachers' Retirement System (TRS) for Certified Staff
Active Members/Retirees: 1-800-348-7298
General Information: 1-800-782-0289
www.nystrs.org

NYS Employees' Retirement System (ERS) for all Non-certified Staff
1-866-805-0990
www.osc.state.ny.us/retirement

Right to Express Breast Milk in the Workplace

Labor Law Section 206-c provides all employees with the right to paid break time to express breast milk in the workplace. This right extends until your child is three years old.

Paid Breaks: Employees are entitled to 30 minutes of paid break time for expressing breast milk whenever they have a reasonable need.

- You have the right to use your lunch to pump and to request changes in your schedule and/or assistance in arranging coverage if you need to pump at a time you are normally with students.
- You have the right to request coverage during exam proctoring or other activities so you can pump.
- You have the right to miss scheduled meetings around your pumping schedule.

Frequency: Paid breaks must be provided as often as needed for up to three years following childbirth.

No Makeup Time: You cannot be required to work extra hours to make up for the time used for expressing milk.

Advanced Notice: Employees must provide written notification to their immediate supervisors that they will be expressing breast milk at work. Employees should include the number of breaks as well as their preferred times. Your supervisor must respond in writing to your notification within five days.

Provide a Suitable Space: You are entitled to use a private, clean, and comfortable space (not a restroom) for breast milk expression. This location must be fully enclosed, able to be locked, and well-lit, and any windows must be able to be covered. It must contain a chair and a flat surface. You are not responsible for finding a location to pump. You have the right to expect an administrator to secure a place for you to use.

Questions or Concerns: If you have questions in your building or need to pump when you are in another building, please contact the person listed in the chart on the next page. This individual will work with the administration to be sure you have an appropriate location to pump. If you are experiencing challenges and need assistance, contact your union representative.

Building	**Locations**
Country Parkway	• Small room off of the kitchen • Small room off of the library • Area off of large handicap bathroom in custodial hall (if preferred/requested)
Dodge Elementary	• Library room
Forest Elementary	• Room 47 (secure telephone room inside the faculty room) • Backup locations available as needed
Heim Elementary	• Room 131 (small room in the teacher work area off of the faculty room) • Backup locations available as needed
Maple East Elementary	• Room 56-C • Back room in library
Maple West Elementary	• Nurse's Office • Room 131
Casey Middle	• Office inside of room 124 • Nurse's office (back room) • Room 222
Heim Middle	• Private room off of the nurse's office • Main office conference room
Mill Middle	• Room B-2 (back room)
Transit Middle	• Music wing office space • Music wing lesson practice rooms • PE Wing (teacher office space) • Science prep rooms (x2) • Main office small conference room • Guidance office space • Art office space
East High	• Rooms 161 & 162 • Nurse's office (back room)
North High	• C-124
South High	• Room 226 • Backup locations available as needed
District Office or for additional assistance	• Dr. Balen's office • Molly Cooper's office • Community Education office

School Calendar

The comprehensive Williamsville Central School District Calendar and Handbook is available from the District Office – Communications Department. In addition, a one-page school calendar is available at www.williamsvillek12.org under the Resources tab as well as from the Human Resources Office.

Technology

Once you've completed the onboarding process, the IT Department will send instructions to your personal email address on how to access your Williamsville Central School District computer and email accounts. Please ensure HR has your current email address on file. If you do not receive the email or you need assistance with setting up your account, please contact the staff help desk at (716) 626-8044.

Temporary Medical Restrictions Requests

The District considers employees' requests to work with a temporary medical device on a case-by-case basis. Please email HR with any work restrictions from your medical provider. The note should be on letterhead, dated, have a signature, list restrictions, and include the duration of the restrictions.

Once we receive your email, HR works with the Principal to review the physical demands, daily assignments, and essential functions of your position to determine how the restriction may impact your ability to perform core duties. If there are modifications that need to be made to ensure your and your student's safety, we will consider those and ask you how you think you can best make adjustments as well. Upon the collection of that information, the District then decides if you can safely work with the temporary medical restrictions.

Please do not report to work until a determination has been made by HR.

Temporary Work Restrictions Procedure

This process enables employees with temporary work restrictions due to a temporary medical condition to return to the workplace and perform tasks consistent with medically documented capabilities.

To be eligible to return to work with temporary restrictions, the employee must have a medical condition that temporarily prevents them from performing regular job duties, and both the temporary medical condition and temporary restrictions must be documented by the employee's medical provider as set forth below.

To establish if work is available within temporary work restrictions, the employee's healthcare provider must provide a written statement including the following:

I. Confirmation that the employee is released to return to work to perform duties consistent with the specified restrictions;

II. The specific restrictions on the employee's work requirements. (There may be instances where Human Resources (HR) will ask that the health care provider speak specifically to the employee's job duties as listed in their position description. If needed, HR will notify the employee in writing.); and.

III. The estimated duration of the work restrictions or the next appointment date when the restrictions will be reevaluated.

Once the employee's medical provider has provided the written statement to the employee, the employee must share the statement with HR. HR will then determine whether temporary work restrictions are available for the employee by communicating with the employee's Principal/Supervisor to determine if the employee can perform the essential function of their job within the specified restrictions. HR may also communicate with the employee on how they can perform their assigned tasks with the restrictions. HR will approve the employee to work with temporary work restrictions if the temporary assignment can be reasonably accommodated by the District.

Upon approval to work with a temporary restriction, the employee must abide by the temporary work restrictions given by the employee's medical provider and any additional directives or instructions required by the District to ensure staff and student safety. Working outside of the documented temporary restrictions is a violation of the temporary work restriction procedure and may result in the District withdrawing its approval.

The employee is responsible for providing their Principal/Supervisor and Human Resources with relevant medical updates and supporting documentation within one working day of receipt, especially documentation that changes the work restrictions due to their medical condition.

Timesheets

All hourly employees are required to complete and submit timesheets biweekly. Timesheets can be found on WITS->HR->Documents->Payroll Forms->Hourly Timesheet.

SECTION II:

Board of Education Policies

Board of Education Policies govern the operation of the school system and provide a guide for all employees' discretionary actions. Board Policies reflect the legal requirements for New York State school districts. The formulation and adoption of these written policies constitute the means by which the Williamsville Board of Education exercises its leadership in the operation of the school system.

A complete set of Board of Education Policies is available online at *https://go.boarddocs.com/ny/williams/Board.nsf/Public.*

Each employee should understand the requirements of the core policies contained in this Handbook. Policies are organized alphabetically by title. Each policy title is followed by its number as found in the Board Policy Manual. Either a brief summary of the policy or excerpt(s) from the policy follows. The number serves as an electronic link to the complete text of the policy within the online Board Policy Manual. Employees are encouraged to access the complete text of each policy online. There are both print and search functions built into the Board Policy Manual.

If you are viewing this Employee Handbook as a paper, or "hard" copy, please realize that you will need to access the complete text of each policy online. If you do not have regular access to a computer for this purpose, please contact your supervisor and arrangements will be made to provide you with printed copies of the complete text of each of the following policies and/or access to the online Board Policy Manual at *https://go.boarddocs.com/ny/williams/Board.nsf/Public.*

Important Board of Education Policy Summaries for All Employees

Acceptable Use Policy (Policy 6410)

The District will provide access to various communications equipment or technology resources. Resources include software, hardware, and communication networks. This may include access to electronic mail, the "Internet," fax machines and telephone systems. It may also include the opportunity for some staff to have independent access to the ITS (Information Technology Services) from remote locations. All use of the ITS, including independent use off school premises, shall be subject to this policy and accompanying procedures. Employees should not expect that information (other than confidential employee and student information) stored on the District's computer system would be private.

Alcohol, Drugs and Other Substances (School Personnel) (Policies 6150, 6151)

The Board of Education…impresses upon staff members the importance of maintaining a high level of professionalism appropriate to their position, which, in turn, shall set a positive example for students. The Board, therefore, prohibits the consumption, sharing and/or selling, use and/or possession of illegal drugs, counterfeit and designer drugs or alcoholic beverages in the workplace, or when the effects of such drugs and/or alcohol use may impair an employee's job performance.

Bloodborne Pathogens (Policy 5690)

The Bloodborne Regulation is a federal law designed to protect occupationally exposed employees from bloodborne diseases such as AIDS and Hepatitis B. All employees will receive training to familiarize them with the Universal Precautions for handling blood spills and how to provide first aid to students and fellow employees. All schools have rubber or latex gloves available for employees who may encounter students with nosebleeds or cuts and who want to offer assistance. If you are exposed to blood or other body fluid on the job, contact the

school nurse or your supervisor to document the incident and to assess the need for post exposure treatment. Report any instance of blood or body fluids spilled immediately to the custodial staff for proper cleanup.

Child Abuse Prevention and Reporting (Policy 7530)

The Board of Education recognizes that because of their sustained contact with school-aged children, employees are in an excellent position to identify abused or maltreated children and refer them for treatment and protection. Further, the Board of Education is committed to the protection of students in educational settings from abuse and maltreatment by employees and volunteers. Any school official or employee who has reasonable cause to know or suspect that a child has been subject to abuse or maltreatment will immediately report this to the New York State Child Abuse and Maltreatment Register.

Code of Conduct (Policy 3410)

The Code of Conduct is a guideline for all persons in the school community: students, parents, teachers, all other school personnel and visitors. A Plain Language Summary is printed annually in the Williamsville Central School District Calendar and Handbook. The complete text is found online at www.williamsvillek12.org.

Code of Ethics for Board Members and All District Personnel (Policy 6110)

These rules shall serve as a guide for official conduct of the Board members and all employees of the District. The policy has specific rules regarding accepting gifts, treatment of confidential information, disclosure of interests in contracts, and similar potential conflicts of interest.

Complaints and Grievances by Employee (Policy 6122)

In accordance with the provisions of General Municipal Law and the collective bargaining agreements, all District personnel shall have the opportunity to present their complaints or grievances free from interference, coercion, restraint, discrimination or reprisal. Complaints or grievances not covered under employee contracts shall be handled and resolved, whenever possible, as close to their origin as possible. Any type of discrimination alleged to have taken place shall be investigated by the administrator appointed as the Civil Rights Compliance Officer, the Assistant Superintendent for Human Resources/Executive Director of Human Resources.

Confidentiality of Student Information and Records (Policies 3320, 7240, 7643)

All school records and reports should be handled in accordance with FERPA regulations. It is essential that employees not divulge any confidential information received from contact with students, parents, personnel and other people in the course of employment. Student records may not be divulged without proper consent. The safeguarding of confidential data from inappropriate use is essential to the success of the District's operation. Access to confidential computerized data shall be limited only to authorized personnel of the District.

Corporal Punishment (Policy 7350)

Corporal punishment as a means of discipline shall not be used against a student by any teacher, administrator, officer, employee or agent of this District. Whenever a school employee uses physical force against a student, the school employee shall immediately report the situation to their Principal/Supervisor. The Principal/Supervisor shall, within the same school day, make a report to the Superintendent describing in detail the circumstances and the nature of the action taken. The use of reasonable force may be used to protect oneself from injury, protect another student or person from injury, protect school property, restrain or remove a student whose behavior is interfering with the orderly performance of school district functions.

Dignity for All Students Act (DASA) (Policy 7550)

The Williamsville Central School District seeks to create an environment free of harassment, bullying, and discrimination, to foster civility in its schools, and to prevent conduct which is inconsistent with its educational mission. The District, therefore, prohibits all forms of harassment and bullying of students by employees or other students on school property and at school functions. The District further prohibits discrimination against students, including but not limited to those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or other students on school property and at school sponsored activities and events that take place at locations off school property. In addition, other acts of harassment, bullying, and/or discrimination which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline or other corrective action.

Employee Assistance Program (EAP) (Policy 6530)

In collaboration with District collective bargaining units, the Board of Education provides an Employee Assistance Program (EAP). The major purpose of the program is to assist employees in obtaining help to resolve personal problems in an effective and confidential manner. Staff members will find information on the EAP in Section II of this Handbook.

Equal Employment Opportunity (Policy 6120)

It is the policy of this District to provide, through a positive and effective program, equal opportunities for employment, retention and advancement of all people regardless of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, disability or predisposing genetic characteristics. The Assistant Superintendent for Human Resources/Executive Director of Human Resources is the Compliance Officer and will promptly investigate complaints of alleged discrimination.

Family and Medical Leave Act (FMLA) (Policy 6551)

The Board of Education, in accordance with the Family and Medical Leave Act of 1993 (FMLA), gives eligible employees of the District the right to take unpaid leave for a period of up to twelve (12) work weeks for the employee's serious health condition, or birth, adoption, or to provide care for spouse, child, or parent with a serious health condition, and for qualifying exigencies related to a family member on active duty in the military, and or to care for a covered service member who has a serious injury or illness incurrent on active duty. (For questions on FMLA, contact Sharon Travis in the Human Resources Office.)

Fingerprinting of Prospective School Employees (Policy 6170)

All employees hired after July, 2001 are required by the NYS Education Department to be fingerprinted and cleared for employment prior to the start of employment for the purposes of a criminal history check by authorized personnel of a designated fingerprinting entity. Fingerprinting packets and instructions may be obtained in the Human Resources Office.

Harassment of Students (Policies 3420, 6180, 7551, 7553)

For purposes of this policy, harassment shall mean communication (verbal, written or graphic) and/or physical conduct based on an individual's actual or perceived race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status… or disability that has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creates an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit… (3420). Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at locations off school premises or those that take place in another state (7551). Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus. Hazing of a student by another student or group of students is strictly prohibited on school property; in school buildings; on school buses; by school sponsored groups, clubs or teams; and at school sponsored events and/or activities whether occurring on or off-campus (7553). The District will act to promptly investigate all complaints, verbal or written, formal or informal, of allegations of harassment based on any of the characteristics described above; and will promptly take appropriate action to protect individuals from further harassment. In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any employee, student, or other member of the above named group who believes he/she has been a victim of harassment in the school environment and/or at programs, activities and events under the control and supervision of the District, as well as any individual who is aware of and/or who has knowledge of, or witnesses any possible occurrence of harassment, immediately report such alleged harassment; such report shall be directed to or forwarded to the supervisor or Building Principal through informal and/or formal complaint procedures as developed by the District. Employees may also contact the Assistant Superintendent for Human Resources/Executive Director of Human Resources regarding informal or formal complaints.

Hazardous Waste ("Right-to-Know") (Policy 5631)

All personnel shall be provided with applicable training to comply with the New York State "Right-to-Know" Law and the Hazard Communication Standard. The Board of Education recognizes the need to protect human health and the environment from damage resulting from the improper handling of hazardous wastes.

Medicaid Compliance Program (Policy 5574)

The NYS Supportive Health Services Program Compliance Agreement, entered into on July 20, 2009, by the NYS Department of Health (DOH), NYS Education Department (SED) and the NYS Office of the Medicaid Inspector General (OMIG) requires that the State and local school districts shall establish a confidential disclosure mechanism enabling employees to disclose anonymously, without fear of retaliation or intimidation, any practices or billing procedures deemed by the employee to be inappropriate to the State's Compliance Officer. To report such concerns, contact the District compliance officers, Ms. Meaghan Matuszak, Assistant Superintendent for Finance and Management Services, or Mr. Anthony Scanzuso, Assistant Superintendent for Operations and Student Services.

Non-discrimination and Title IX (Policies 3420, 6120, 6122, 6180, 7420, 7551, 8130, 8220)

A summary: The District, its officers and employees shall not discriminate against any student, employee, applicant, or any person on the basis of race, color, national origin, creed, religion, marital status, sex, sexual orientation, age or disability. These policies include access by students to educational programs, counseling, course offerings and student activities, recruitment and appointment of employees, and pay, benefits, advancement and/or terminations. Any complaint of discrimination will be promptly investigated by the Assistant Superintendent for Human Resources/Executive Director of Human Resources.

Sexual Harassment (Policies 6121, 7551)

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District employees an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at locations off school premises and in another state. It is essential that any employee who believes he/she has been a victim of sexual harassment in the work environment, as well as any other person who is aware of and/or who has knowledge of or witnesses any possible occurrence of sexual harassment, immediately report such alleged harassment to the Assistant Superintendent for Human Resources/Executive Director of Human Resources.

New York State has established a free and confidential telephone hotline that employees can use to report incidents of sexual harassment to the New York State Division of Human Rights. The hotline number is 1-800-HARASS-3 (or 1-800-427-2773), and the hotline will be staffed by *pro bono* attorneys who have expertise in providing legal advice regarding employment law and sexual harassment issues. The hotline can be called Monday through Friday, 9:00 a.m. to 5:00 p.m.

Staff-Student Relations (Fraternization) (Policy 6180)

The Board of Education requires that all District employees maintain a professional, ethical relationship with District students that is conducive to an effective, safe learning environment; and that staff members act as role models for students at all times, whether on or off school property and both during and outside of school hours. Staff must establish appropriate personal boundaries with students and not engage in any behavior that could reasonably lead to even the appearance of impropriety. It is essential that any employee who is aware of and/or who has knowledge of or witnesses any possible occurrence of inappropriate behavior, immediately report such alleged fraternization to the Assistant Superintendent for Human Resources/Executive Director of Human Resources.

Additional Board Policies Important for Employees Working with Students

Constitutionally Protected Prayer in Schools (Policy 7460)

In accordance with the most recent Guidance Document issued by the U.S. Department of Education implementing the requirements of the No Child Left Behind Act of 2001, the Board of Education affirms the responsibilities of the District, consistent with applicable statutory/case law pertaining to the First Amendment of the United States Constitution, to allow students and staff to engage in constitutionally protected prayer within the District schools.

Exceptional Education and Student Services (Policies 7610 through 7690)

The Board of Education recognizes the existence of individual differences in the intellectual, social, emotional and physical development of children attending school in the District. Each student with a disability residing in the District shall be provided with full access and opportunity to participate in District programs, including extracurricular programs and activities that are available to all other students enrolled in the public schools of the District. Parents/guardians of students with disabilities, including those students placed in out-of-District programs, shall receive timely notice of such District programs and activities. The Board supports a system of services offered in the least restrictive environment for children with disabilities.

Fundraising (Policies 3260, 3271, 7450)

Direct solicitation of charitable donations from children in the District schools on school property during regular school hours shall not be permitted. The Board of Education shall ultimately decide which organizations, groups, etc. can solicit charitable donations and for what purposes, as long as the activities comply with the terms of this policy and the Rules of the Board of Regents. Fund raising projects in which students sell merchandise, provide services, or in other ways solicit money for school activities may be sponsored by school organizations with the express approval of the Building Principal. Any such plan shall have a clearly defined purpose and, in general, shall contribute to the educational experience of students and shall not conflict with instructional programs or state mandates. Door to door sales projects undertaken by any organization using the Williamsville Central School District name shall require previous approval of the Board of Education. Profits shall be used to enhance school programs by providing money for expenditures not normally funded by the District.

Graduation Requirements (Policy 7220)

In order to graduate from Williamsville Central School District, a student must complete or may exceed the requirements set forth in Part 100 of the Commissioner's Regulations. The Board of Education reserves the right to establish requirements for graduation which exceed the minimum standards as defined by the New York State Regents. All students must be in compliance with Commissioner's Regulations for graduation, achieving a minimum of a Regents diploma unless otherwise indicated.

IEP Policy and Teacher Access (Policies 7613, 7640)

The Board of Education directs each regular education teacher, special education teacher, related service provider and/or other service provider who is responsible for the implementation of a student's IEP be *provided with access to such student's IEP (including amendments to the IEP) prior to the implementation of such program. Any copy of a student's IEP shall remain confidential* in compliance with the Individuals with Disabilities Education Act, the Family Educational Rights and Privacy Act, and District policy regarding confidentiality of student records.

The Chairperson of the CSE, CSE subcommittee, or CPSE *shall designate* for each student one, or as appropriate, more than one professional employee of the District with knowledge of the student's disability and education program *who will be responsible to, prior to the implementation of the IEP, inform those working with the child (e.g., t*eachers, related service providers, supplementary school personnel, and other provider and support staff responsible for implementing the recommendations on a student's IEP, including the responsibility to provide specific accommodations, program modifications, supports and/or services for the student in accordance with the IEP).

Instruction of Homebound Students (Policy 8450)

Resident children attending public or nonpublic schools who are unable to attend school due to illness or medical condition as substantiated by a licensed physician in accordance with District procedures are eligible to be instructed at home or in a hospital by a tutor provided by the District. These students will be provided with such instruction in accordance with New York State Education Law and Commissioner's Regulations.

Internet Safety (Policy 8271)

In compliance with the Children's Internet Protection Act (CIPA) and Regulations of the Federal Communications Commission (FCC), the District has adopted and will enforce this Internet safety policy that ensures the use of technology protection measures (i.e., filtering or blocking of access to certain material on the Internet) on all District computers with Internet access. Such technology protection measures apply to Internet access by both adults and minors with regard to visual depictions that are obscene, child pornography, or with respect to the use of computers by minors, considered harmful to such students. Further, appropriate monitoring

of online activities of minors, as determined by the building/program supervisor, will also be enforced to ensure the safety of students when accessing the Internet.

Pledge of Allegiance (Policy 8420)

The Board directs that the Pledge of Allegiance be part of the opening exercises in all the schools. Under certain circumstances, such as religious conviction, students may be excused from this requirement as a protection of their Constitutional rights.

Selection of Instructional Material and Resources (Policies 8320, 8330, 8340)

The purpose of instructional materials shall be to implement, enrich, and support the educational program of the school. Instructional materials should contribute to the development of positive character and intellectual development of the students. The Board of Education shall provide the faculty and students in the District with such instructional materials as are educationally needed and financially feasible to make the instructional program meaningful to students of all levels of ability. In addition, the Board will ensure that all instructional materials will be made available in a usable alternative format for each student with a disability at the same time as such instructional materials are available to non-disabled students. The alternative format must meet the National Instructional Materials Accessibility Standard (NIMAS) defined in federal law. The Board delegates the primary responsibility for the selection of instructional materials to the Superintendent of Schools and the professional staff while retaining to itself final approval.

The Board of Education, as the governing body of the District is legally responsible for the selection of library materials, including the selection and approval of printed and non-printed materials for its use. In order to provide the Superintendent and staff with guidance in the acquisition of instructional resource material, such as library books, references, audiovisuals, maps, etc., the Board affirms the Library Bill of Rights of the American Library Association. Any criticism of instructional materials that are in the schools should be submitted in writing to the Building Principal. The Superintendent, Assistant Superintendent for Instruction and the Board of Education will be informed. A committee, designated by the Building Principal, will investigate and judge the challenged material according to the principles and qualitative standards stated in Policy #8320 -- Selection of Library and Multimedia Materials.

The term "textbook" shall refer to a book supplied to a student for a fixed period of time for their personal use and basic to the study of a subject. The Board of Education shall make provisions for funds to be budgeted for the purchase of textbooks and related instructional materials. Upon the recommendation of the Superintendent of Schools, the Board of Education shall designate the textbooks to be used. Students will be required to pay for lost books or for excessive damage to books.

Smoking and Tobacco Products (Policies 5640, 7320)

Tobacco use shall not be permitted and no person shall use tobacco on school grounds at any time. For purposes of this policy, "school grounds" means any building, structure, and surrounding outdoor grounds contained within the District's elementary or secondary school's legally defined property boundaries; as well as all District vehicles, including vehicles used to transport children or school personnel. For purposes of this policy, tobacco is defined to include any lighted or unlighted cigarette, cigar, cigarillo, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco (smokeless, dip, chew and/or snuff) in any form. The use of vaporizers or any other products containing nicotine, except for current FDA-approved smoking cessation products, are also prohibited.

The Board of Education recognizes the need to educate students on the hazards of alcohol, tobacco and/or drug abuse. An educationally sequential health prevention program has been developed for students commensurate with New York State Learning Standards.

Student Alcohol and Other Drug Policy (Policy 7320)

The consumption, sharing and/or selling, use and/or possession of alcoholic beverages, tobacco products, electronic cigarettes (e-cigarettes), illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school-sponsored function, on school grounds and on school buses or any mode of transportation provided by the District to or from school or District activities at all times. The inappropriate use of prescription and over-the-counter drugs is also not permitted. Persons shall be banned from entering school grounds or school-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or other substances. School-based intervention services shall be made available to all students, grades K through 12, and provided by prevention professionals who are appropriately trained in this area. The purpose of intervention is to eliminate any existing use/abuse of alcohol, tobacco, drugs, and other substances and to identify students considered to be at risk for use/abuse. Disciplinary measures for students consuming, sharing and/or selling, using and/or possessing alcoholic beverages, tobacco

products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs shall be outlined in the District's Code of Conduct on School Property.

Suspension of Students (Policy 7313)

The Superintendent and/or the Principal of the school (or designated "Acting Principal") where the student attends shall have the power to suspend a student for a period not to exceed five (5) school days. When the Superintendent or Building Principal proposes to suspend a student for five (5) days or less, the suspending authority shall provide the student with notice of the charged misconduct and shall also immediately notify the parent/person in parental relation in writing that the student may be suspended from school. The notice shall provide a description of the incident(s) for which suspension is proposed and shall inform the student and the parent/person in parental relation of their right to request an immediate informal conference with the Principal. The notice and opportunity for informal conference shall take place prior to suspension of the student unless the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process.

In situations where the Superintendent determines that a suspension in excess of five (5) school days may be warranted, the student and parent shall have an opportunity for a fair hearing. At the hearing, the student shall have the right of representation by counsel, with the right to question witnesses against him/her, and the right to present witnesses and other evidence on their behalf.

Should a student with a disability violate the established rules of the school, disciplinary action shall be in accordance with procedures set forth in the District's Code of Conduct. A manifestation determination must be made, however, if suspension or removal from the current educational placement constitutes a disciplinary change in placement because it is for more than ten (10) consecutive school days or constitutes a pattern.

In-school suspension may be used as a lesser discipline to avoid an out-of-school suspension. The student shall be considered present for attendance purposes.

A student who is ineligible to attend school on a given day is ineligible to attend field trips, after school and other school sponsored activities, and BOCES classes and activities. If the student is of compulsory attendance age, immediate steps shall be taken to provide alternate instruction.

If a parent/person in parental relation wishes to appeal the decision of the Building Principal and/or Superintendent to suspend a student from school, regardless of the length of the student's suspension, the parent/person in parental relation must appeal to the Board of Education prior to commencing an appeal to the Commissioner of Education. When a student has been suspended, the suspension may be revoked by the Board of Education whenever it appears to be for the best interest of the school and student to do so. The Board of Education may also condition a student's early return to school and suspension revocation on the student's voluntary participation in counseling or specialized classes, including anger management or dispute resolution, where appropriate.

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