GRAND ISLAND CENTRAL SCHOOL DISTRICT

EMPLOYEE HANDBOOK

2026-2027

TABLE OF CONTENTS

Section

A. **INTRODUCTORY SECTION**

1. Welcome 4
2. The Community We Serve 4
3. Grand Island Central School District 5
4. Board of Education 5
5. District Strategic Plan 5
6. Role of Employees in Our School System 7
7. Confidential Information 7
8. Community Education 7

B. LAWS AND REGULATIONS

1. After School Programs: Emergency Evacuation 7
2. Anti-Discrimination Complaint Guidelines 7
3. Child Abuse 9
4. Code of Conduct 10
5. Code of Ethics for Board Members and All District Personnel 17
6. Copyrighted Materials: Use of 19
7. Corporal Punishment/Emergency Interventions 20
8. Drug-Free Workplace 21
9. Employee Political Activities 21
10. Employee Protection 22
11. Equal Employment Opportunity 22
12. Exposure Control Program 23
13. Family Educational Rights and Privacy Act (FERPA) 23
14. Fire and Emergency Drills 23
15. Gifts: Accepting 24
16. Human Immunodeficiency Virus (HIV) Related Illness 24
17. IEP Policies And Teacher Access 25
18. Jury Duty 25
19. Maintenance of Public Order: Rules and Regulations for Departments 25
20. Sexual Harassment in the Workplace 27
21. Smoking/Tobacco Use 34
22. Weapons in School and the Gun-Free Schools Act 35
23. Wellness 35
24. Workers' Compensation 37
25. Workplace Violence Prevention 37

C. **GENERAL INFORMATION: SCHOOL POLICIES**

1. Acceptable Use of Computers, Technology and the Internet 38
2. Accidents 44
3. Advertising/Distribution of Literature in the Schools 45
4. Building Security 45
5. Communication 44
6. Emergency Closing of Schools 46
7. Maintenance Requests 47
8. Parent, Teacher, Student Associations 47
9. PTA Council 47
10. Public Relations 47
11. Purchasing: How to Order Supplies, Equipment, and Services 47
12. Safety and Security 48
13. School Volunteers 48
14. Selection Of Instructional Materials & Resources 49
15. Solicitation of Charitable Donations 49
16. Use of School Facilities, Materials, and Equipment 50
17. Vandalism/Theft 51

D. **GENERAL INFORMATION: PERSONNEL**

1. Absences 52
2. Americans with Disabilities Act 52
3. Bargaining Units and Union Activities 53
4. Blood Donation Leave 54
5. Cancer Screening Leave 54
6. Complaints and Grievances by Employees 54
7. Employee Assistance 55
8. Employee Personnel Record and Release of Information 56
9. Family and Medical Leave Act 57
10. Fingerprinting 57
11. Fringe Benefits Available Through the School District 58
12. Health Examinations 60
13. Health Insurance 60
14. ID Badges 61
15. Leaves of Absence 61
16. Posting of Job Vacancies 61
17. Probation and Tenure 61
18. Resignation of Staff Members 62
19. Retirement 62
20. Teacher Certification 62
21. Temporary Personnel 63

SECTION A: INTRODUCTORY SECTION

A:1 WELCOME

We are pleased to welcome you as a valued employee of the Grand Island Central School District. Without the important support services you render, it would not be possible to provide the quality educational programs currently offered in our district.

This Employee Handbook was designed to furnish basic information about your employment. The information contained in the handbook does not replace or supersede Board of Education policies or collective bargaining agreements, but rather serves as a starting point to answer general questions you may have. Please take the time to glance through the book to become familiar with its content.

We want you to be successful in your assignment. Should you have any questions or concerns not addressed in the handbook, you may contact your immediate supervisor or call the Office of Human Resources at (716) 773-8803 (Instruction) or (716) 773-3789 (Non-Instructional).

Best wishes for a very successful and rewarding school year as we strive to fulfill the promise of our motto, “Inspire all students to achieve their highest potential by fostering academic excellence, personal growth, and social responsibility.”

A:2 THE COMMUNITY WE SERVE

Grand Island is one of the world’s largest freshwater islands and is situated in the Niagara River between the cities of Buffalo and Niagara Falls. The island is 7.5 miles long and 6 miles wide with 21 miles of river frontage. It divides the Niagara River into East and West branches, joining again at the north end before flowing over Niagara Falls. Though it is approximately the size of Manhattan, instead of a bustling city, it is covered in trees, parks, family-owned restaurants, trails, kayak launches, marinas, and quiet neighborhoods. The 21,351 residents appreciate a full range of government services and civic groups in a mix of residential, shopping, and light industrial areas. Historically, Grand Island has been a resort town where Grover Cleveland once spent a summer, a lumber town with many White Oaks, and a colonial battleground for Burnt Ship Creek.

Our schools enjoy strong support from the community which has high aspirations for its children, and the Grand Island Central School District is committed to meeting and exceeding those expectations. Our seven-member Board of Education has a consistent record of commitment and support of our schools.

The boundaries of the school district and the Town of Grand Island are the same. Its natural beauty, character of the surrounding neighborhoods, and its high-achieving schools make Grand Island a wonderful place to live and work.

A:3 GRAND ISLAND CENTRAL SCHOOL DISTRICT

There are three elementary schools in the district: one school that services students in Pre-K, kindergarten, and grade one and two schools that service grades two through five. The Middle School contains grades six through eight and is located on the same campus as the high school. It shares the auditorium, music rooms, and pool with the high school but is separate in all other respects. The high school features a variety of programs, including advanced placement and college level offerings. Advanced Placement courses are offered in Psychology, English Language, English Literature, Biology, Chemistry, Physics, Calculus, Statistics, World History, United States History, US Government and Macroeconomics, Music Theory, and Art. Those interested in college coursework in World Languages may enroll in College Spanish, or College French, for university college credit. Grand Island High School also offers courses through Syracuse University, Niagara University, ECCC and NCCC.

The Grand Island School District participates in services of Erie 1 BOCES. Offerings include programs in a wide variety of career and technical educational courses.

A:4 BOARD OF EDUCATION

The Grand Island Board of Education oversees and manages the affairs, personnel, and properties of the Grand Island School District. The Board is composed of seven individuals who are elected by the voters of this District to three year terms. The Board has the authority, under guidelines set forth under New York State Education Law, to adopt policies, rules, and bylaws to fulfill their responsibilities and to secure the best educational results for the students within their charge. Board meetings are held twice a month at 7:30 p.m. in the Professional Development Room at Grand Island High School, unless otherwise announced. Dates and locations are subject to change. For the most up-to-date information, please call the District office at (716) 773-8800 or refer to the District's website at https://www.grandislandschools.org/our-district/board-of-education

A:5 DISTRICT STRATEGIC PLAN

The "Blueprint for Excellence" is our strategic plan for 2024-2025, serving as the backbone and roadmap for all our work at the Grand Island Central School District. It is designed to ensure we are focused, aligned, and intentional in our efforts to continue growing and improving as we strive for excellence. This plan is a result of collaborative planning sessions that included the Board of Education, Leadership Team, staff, parents, and community members, incorporating valuable feedback from across our community.

The Blueprint Planning process was designed to involve all members of the school community, reflecting shared perspectives, defining our mission, vision, and core values, and engaging a team in setting district priorities and action steps. It provides a transparent, accountable, and focused roadmap that enables innovation, resource allocation, and continuous growth in a coordinated manner.

Our Foundational Elements:

- Mission: We inspire each student to achieve their highest potential by honoring their unique pathway, fostering academic excellence, supporting personal growth, and promoting social responsibility.
- Vision: The Grand Island School District cultivates excellence in education and empowers students to:
    - Harness their talents for personal and communal benefit.
    - Gain a profound understanding of self, community, nation, and globe.
    - Embrace diverse artistic expressions.
    - Foster respect, empathy, and cultural appreciation.
    - Forge fulfilling personal and professional paths.
    - Uphold civic responsibility.
    - Excel academically, igniting a thirst for learning.
- Core Values (Core Beliefs): We believe in providing experiences and opportunities that support and develop these core beliefs:
    - Student Focused.
    - Flexibility and Resilience.
    - Inclusivity and Belonging.
    - Learning from Success and Failure.
    - Developing Positive Connections.
    - Respect for Individuality, Respect and Trust.
    - Joy in Learning.
    - Service and Social Responsibility.
    - Safety and Well-being.
    - Clear and Accessible Communication.

Key Priority Areas and Goals: Based on community feedback and initial planning, the following four areas have been identified as priorities to fulfill the district's mission. A specific goal has been developed for each area:

- Priority 1: Academic Excellence
    - Goal: We will expand authentic learning experiences that challenge and support students to reach their full potential while developing their 21st Century Skills to further engage in our school, community, and the dynamic world.
- Priority 2: Operations
    - Goal: We will provide the school community with a high-quality physical plant and the resources needed to most effectively learn/teach/carry out their duties.
- Priority 3: Student Well-Being
    - Goal: We will ensure that each student’s mental, physical, and social needs are supported.
- Priority 4: Community Connections
    - Goal: We will enhance engagement by improving communication across all grade levels to effectively connect students, families, and the community.

A:8 ROLE OF EMPLOYEES IN SCHOOL SYSTEM

You are an essential partner in the educational operation of the Grand Island Central School District and, as such, you serve as a role model for students within the system. This is an important responsibility. Your dress and grooming should be appropriate to your position. As a district employee, you often provide the public the first and sometimes only impression of the school district. You may greet the public by telephone or in person. Information must be accurate and should always be exchanged in a courteous manner. Complaints or criticism should be handled with tact. If you are uncertain how to handle a situation, please speak with your principal or supervisor. It is also expected you show the same courtesy and respect to your fellow employees.

A:9 CONFIDENTIAL INFORMATION

In the course of performing your duties, you may have access to information about school business, students, tests, other employees, and records that should be considered confidential. If you are uncertain, do not release information prior to consulting with your principal or supervisor.

A:10 COMMUNITY EDUCATION

Community Education is an enrichment opportunity for the citizens of Grand Island to gain access to programs for further learning and development. For a list of classes and registration procedures, please visit the Community Education link on www.grandislandschools.org.

SECTION B: LAWS AND REGULATIONS

B:1 AFTER-SCHOOL PROGRAMS: EMERGENCY EVACUATION

The building principal or his/her designee shall require those in charge of after-school programs, attended by any individuals unfamiliar with the school building to announce at the beginning of such programs the procedures to be followed in the event of an emergency.

B:2 ANTI-DISCRIMINATION COMPLAINT GUIDELINES

Any type of discrimination allegedly occurring within the District shall be investigated by the appropriate official as outlined in the Districts regulations and procedures. Allegations of discrimination may be reported through formal complaint procedures.

In following the District's regulations and procedures, should the investigating official be the alleged source of discrimination, then the employee/student or potential employee/student shall report his/her complaint to the next level of supervisory authority.

Confidentiality of all reports of alleged discrimination will be maintained where appropriate. Subject to all applicable laws and collective bargaining agreements, the following guidelines shall be utilized in the investigation and resolution of discrimination complaints.

Step 1 – Informal Complaint

a) An employee or student who believes that he/she has been subjected to any type of discrimination shall immediately notify his/her immediate supervisor or principal on the complaint form provided by the district.
b) A potential employee or potential student who believes that he/she has been subjected to any type of discrimination shall immediately notify the District's complaint officer. Those procedures established under Step 2 – Formal Complaint will then apply (see below).
c) Upon receipt of the complaint, the supervisor or principal will correct the situation stated in the complaint if he/she finds the complaint valid and if the correction of the complaint is within his/her scope of authority.

The action taken by the supervisor or principal will be noted on the complaint form.

a) The supervisor or principal may consult with or seek the assistance of the complaint officer in resolving the complaint.
b) If the supervisor or principal cannot resolve the issues raised in the complaint, he/she shall notify the complainant of the fact, and he/she shall further indicate the approximate timeline on which his/her determination will be made.
c) If resolution of the complaint is not within the scope of the authority of the supervisor or principal, he/she shall immediately notify the complainant who may then initiate those procedures set forth in the next section if he/she so desires.
d) The Complaint Officer for discrimination and sexual harassment complaints alleged by employees and students shall be the Assistant Superintendent of Special Education and Pupil Personnel Services.

Step 2 – Formal Complaint

If the complaint has not been resolved at the informal stage to the satisfaction of the complainant he/she may, within 14 days of the decision of the supervisor or principal, ask that the complaint officer or his/her designee review the allegations raised by stating his/her reasons in writing to the District and filing them with the complaint officer.

a) The complaint officer or his/her designee, upon receipt of the request for review, will review the file and, if necessary, conduct his/her own investigation. The decision of the complaint officer will be made within a reasonable time to him/her.
b) If the complaint officer concludes that further action beyond that taken by the supervisor or principal must be taken, he/she shall immediately notify the Superintendent so that the complaint officer's recommendation may be reviewed and implemented by the Superintendent.

Step 3 – Corrective Action/Resolution

The complaint officer will inform the Superintendent, or his/her designee, of the outcome of his/her investigation. If the Superintendent of Schools, or designee, issues a finding that no form of discrimination has occurred, the complainant, if not satisfied with the resolution may appeal the decision to the Board of Education. If the complainant is satisfied with the Superintendent's, or designee's, finding, the complainant will so indicate in writing and the matter will be deemed closed.

Should the Superintendent, or designee, determine that corrective action is necessary, the Superintendent of Schools shall follow all applicable law and regulations and appropriate collective bargaining agreements in the resolution of the complaint.

The complainant shall receive a copy of any and all reports issued by the Superintendent pertaining to the investigation/outcome of the formal complaint.

Scope of Legal action

The filing and/or the rendering of a decision regarding the complaint shall in no way prohibit, prevent or limit the complainant from taking appropriate legal action in accordance with state and federal laws.

Step 4 – Appeal to the Board of Education

In the event that a complainant files an appeal with the Board of Education, following an investigation by the Superintendent of Schools, the Board of Education will conduct a hearing and issue a written response to the complainant following completion of the hearing.

The District shall take all appropriate measures to prevent the occurrence or continuation of any type of discrimination and shall implement remedial or corrective action where necessary.

Regardless of whether a complaint has been filed, if the District knows or has reason to know of the existence of any type of discrimination, the District shall require a prompt and thorough investigation by appropriate personnel.

B:3 CHILD ABUSE

Pursuant to the Board of Education Policy # 7530 and Section 411 of the Social Service Law, School District staff should be on the alert for the purpose of identifying abused and maltreated children and reporting such findings.

Procedures:

a) All suspected cases of child abuse and neglect will be reported to the building principal immediately.

b) All reports involving medical concerns will be referred to the school nurse. If the extent of the injury appears serious, appropriate medical emergency service will be contacted.

c) The principal may call for a social worker. Such a call would be treated as an emergency and a social worker will be made available immediately.
d) Questions or concerns about these procedures should be addressed with the Assistant Superintendent of Special Education and Pupil Personnel Services.

B:4 CODE OF CONDUCT

The Grand Island Central School District is committed to providing a safe, orderly, predictable educational environment that promotes teaching and advances learning without disruption or interference. Accordingly, the District has developed a comprehensive Code of Conduct in collaboration with students, teachers, administrators, parents, and school safety personnel. A complete version of the Code of Conduct is available upon request at the District Office, in the main office of any Grand Island school building or at www.grandislandschools.org.

Purpose

The Grand Island School District Code of Conduct is intended to:

- Encourage appropriate behavior;
- Insure the safety and security of all members of the school community;
- Promote a safe and effective learning environment.

The Code governs the conduct of students, school personnel, parents, and other visitors while on school property or attending school functions. It includes the range of penalties that may be imposed for code violations and defines the roles of essential partners (teachers, administrators, other school personnel, the Board of Education, and parents) in maintaining safe, orderly schools.

Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

Prohibited Student Conduct

The Board of Education expects all students to conduct themselves in an appropriate and civil manner and to show proper regard, dignity, and respect for the rights and welfare of others, including students, district personnel, and members of the school community. The Board of Education also expects proper care of school facilities and equipment.

The best discipline is self-imposed. Students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with

students are expected to use disciplinary action when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board of Education recognizes the need to make its expectations for student conduct specific and clear. These rules of conduct focus on safety and respect for the rights and property of others. Students who do not accept responsibility for their own behavior and violate these school rules will be required to accept the penalties for their conduct.

Reporting Violations

All students are expected to promptly report violations of the Code of Conduct to a teacher, guidance counselor, the building principal, or designee. Any student observing a student possessing a weapon, alcohol, or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee, or the superintendent.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair, and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol, or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal or designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical. The notification may be made by telephone, followed by a letter mailed on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.

Disciplinary Penalties and Procedures

Disciplinary action, when necessary, will be firm, fair, and consistent. As a general rule, discipline will be progressive. That is, a student's first offense will usually merit a lesser penalty than subsequent violations. The Code of Conduct contains levels of discipline ranging from oral warning to permanent suspension from school. Regardless of the penalty imposed, school personnel authorized to impose a disciplinary procedure must inform the student of the alleged misconduct. Students subject to more severe penalties have additional rights as spelled out in the Code of Conduct.

Alternative Instruction

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student.

Discipline of Students with Disabilities

While all students are subject to the same code of conduct, the Board of Education recognizes that students with disabilities are entitled to additional procedural protection. The Code of Conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state laws and regulations.

Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher, or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions, powers, and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's Regulations.

Student Searches and Interrogations

The Board of Education is committed to ensuring a safe and orderly atmosphere on school property and at school functions. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the District code of conduct. Students are not entitled to any sort of “Miranda”- type warning before being questioned by school officials, nor are school officials required to contact a student’s parent before questioning the student. However, school officials will inform the student of the nature of the investigation.

In addition, the Board of Education authorizes the superintendent, building administrators, the school nurse, and district security officials to conduct searches of students and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated a law or the district Code of Conduct.

Visitors to the Schools

The Board of Education encourages parents and other district citizens to visit the district’s schools and classrooms to observe the work of students, teachers, and other staff. Since schools are a place of

work and learning, however, certain limits must be set for such visits. The building principal or designee is responsible for all persons in the building and on the grounds.

All visitors during the school day, must report to the door monitor upon arrival at the school. They will be required to register with a driver's license and will be issued a visitor badge that must be worn at all times.

Public Conduct on School Property

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons on school property or attending a school function.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a function, including athletic events, shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose that they are on school property.

Dissemination and Review

The Board of Education will work to ensure that the community is aware of this Code of Conduct by:

1. Providing copies of a summary of the code to all students in an age appropriate, plain language version, either electronically or at a general assembly held at the beginning of, or prior to,each school year.
2. Making the Code of Conduct available to all parents at the beginning of the school year.
3. Making the Code of Conduct available to all parents of district students before the beginning of the school year upon request.
4. Providing all current teachers and other staff members with access to a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
5. Providing all new employees with access to a copy of the current Code of Conduct when they are first hired.
6. Making copies of the code available for review by students, parents, and other community members.
7. Posting the Code of Conduct on the District website, www.grandislandschools.org, for access by parents, students, and community members.

Role of Essential Partners
Expectations for member groups of the school community include, but are not limited to:

A. Parents

All parents are expected to:

1. Recognize that the education of their child is a joint responsibility of parents and the school community.
2. Send their child to school ready to participate, contribute, and learn.
3. Ensure their child attends school regularly and arrives on time.
4. Ensure absences are minimal and for reasons that are legally excusable.
5. Ensure their child is dressed and groomed in a manner consistent with the student dress code and conducive to learning.
6. Work collaboratively with teachers and administrators to teach their child that in a democratic society, appropriate rules are required to maintain a safe and orderly environment.
7. Know school rules and help their child understand them.
8. Convey to their child a supportive attitude toward education and the District.
9. Build good relationships with teachers, other parents, and their child's friends.
10. Assist their child in dealing with peer pressure. Work collaboratively with teachers and administrators to teach their child about the ramifications of destructive peer pressure and teasing.
11. Inform school officials of changes in the home environment that may affect student conduct or performance.
12. Provide a place for study. Ensure that homework assignments are completed, and assist their child in learning the skills necessary to be organized, prepared learners.
13. Encourage their child to participate in extracurricular activities and offer support in that endeavor.
14. Model behavior that is free from harassment or discrimination.
15. Exemplify conduct that fosters civility, kindness, and acceptance towards all people regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

B. Teachers

All district teachers are expected to:

1. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
2. Be prepared to teach.
3. Demonstrate interest in teaching and concern for student achievement.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Continue with professional growth and learning; gain expertise with new techniques and content materials.
6. Model and conform to guidelines stipulated under Student Dress Code.
7. Maintain a learning environment that is free from harassment and/or discrimination.

8. Communicate regularly with students, parents, and other teachers concerning academic growth, achievement, and student progress.
9. Communicate to students and parents by providing information about:
a. course objectives and requirements
b. marking/grading procedures
c. assignment deadlines
d. expectations for students
e. classroom discipline

C. Student Support Service Personnel

All district school counselors, school psychologists, and social workers are expected to:
1. Assist students in coping with peer pressure and emerging personal, social, and emotional problems.
2. Review with students their educational progress and provide information about career planning.
3. Provide information to assist students in need of academic support services.
4. Encourage students to benefit from the curriculum and extracurricular programs.
5. Arrange meetings with students who may be involved with conflict in order to solve and mediate problems.
6. Support educational and academic goals.
7. Know school rules, abide by them and enforce them in a fair and consistent manner.
8. Set a good example for students and colleagues by demonstrating dependability, integrity and other standards of ethical conduct.
9. Maintain confidentiality about all personal information and educational records concerning students and their families.
10. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary or requested, as a way to resolve problems and communicate as necessary in any other manner with parents and other staff regarding student progress and needs.
11. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
12. Report incidents of discrimination and harassment that are witnessed or otherwise brought to the staff member's attention to the building administrator and/or Dignity Act

D. Other School Staff

1. Follow the Code of Conduct; know, abide by and enforce school rules in a fair and consistent manner.
2. Set a good example for students and other staff by demonstrating dependability, integrity and other standards of ethical conduct.
3. Assist in promoting a safe, orderly and stimulating school environment.
4. Maintain confidentiality about all personal information and educational records concerning students and their families.

5. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
6. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a staff member's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner. .

E. Dignity for All Students Act Coordinators (DACs)

All district Dignity Act Coordinators (at least one per building) are expected to:

1. Serve as the lead person responsible for facilitating implementation of DASA.
2. Participate in required training in order to respond to human relations in the areas of actual and/or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, and gender.
3. Be accessible to students and other staff for consultation and guidance as needed relative to the Dignity for All Students Act.
4. Accept reports regarding violations and conduct investigations as appropriate.

F. Principals/District Administrators

All district principals and administrators are expected to:

1. Promote a safe, orderly, and stimulating school environment that supports teaching and learning.
2. Ensure that students and staff have the opportunity to communicate regularly with the principal and/or approach the principal for redress of grievances.
3. Evaluate instructional programs and personnel on a regular basis.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
6. Support and encourage an active Parent Teacher Student Association in order to work together for the benefit of children.
7. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

G. Superintendent

The Superintendent is expected to:

1. Promote a safe, orderly, and stimulating school environment that supports active teaching and learning.
2. Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.

3. Inform the Board of Education about educational trends relating to student discipline.
4. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
5. Work with district administrators in enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
6. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

H. Board of Education

The Board of Education is expected to:

1. Collaborate with students, teachers, administrators, parent organizations, school safety personnel, and other school personnel to develop a code of conduct that clearly defines expectations for the behavior of students, district personnel, and visitors on school property and at school functions.
2. Adopt and review, at least annually, the district's code of conduct in order to evaluate its effectiveness, fairness, and consistency of implementation.
3. Conduct Board of Education meetings in a professional, respectful, courteous manner, thus leading by example.
4. Adopt policies to provide students with a school environment free of harassment and/or discrimination.
5. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.

B:5 CODE OF ETHICS FOR BOARD MEMBERS AND ALL DISTRICT PERSONNEL

General Provisions

Pursuant to the provisions of General Municipal Law Section 806, the Board of the Grand Island Central School District recognizes that there are rules of ethical conduct for members of the Board and employees of the District that must be observed if a high degree of moral conduct is to be obtained in our unit of local government. It is the purpose of this resolution to promulgate these rules of ethical conduct for the Board members and employees of the District. These rules will serve as a guide for official conduct of the Board members and employees of the District. The rules of ethical conduct of this resolution, as adopted, will not conflict with, but will be in addition to any prohibition of General Municipal Law Article 18 or any other general or special law relating to ethical conduct and interest in contracts of Board members and employees.

Officers and employees of the District hold their positions to serve and benefit the public, and not to obtain unwarranted personal or private gain in the exercise of their official powers and duties. The Board recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This policy establishes those standards.

Standards of Conduct

Every Board member, employee or officer of the Grand Island Central School District will be subject to and abide by the following standards of conduct:

Gifts

No person may, directly or indirectly, solicit, accept or receive any gift having a value of seventy-five dollars ($75) or more, under circumstances in which it could reasonably be inferred that the gift was intended or expected to influence the individual in the performance of his or her official duties or was intended as a reward for any official action on the part of the individual. This prohibition applies to any gift, including money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form.

Confidential Information

No person may disclose confidential information acquired by him or her in the course of his/her official duties or use this information to further his or her personal interests.

Except as permitted by law, no person may have an interest in any contract with the District when he or she, individually, or as a member of the Board, has the power or duty to: negotiate, prepare, authorize, or approve the contract or authorize or approve payment under the contract, audit bills or claims under the contract, or appoint an officer or employee who has any of these powers or duties.

Likewise, unless permitted by law, no chief fiscal officer, treasurer, or his or her deputy or employee, may have an interest in a bank or trust company designated as a depository, paying agent, registration agent, or for investment of funds of the District.

"Interest," as used in this policy, means a direct or indirect pecuniary or material benefit accruing to a District officer or employee as the result of a contract with the District. A District officer or employee will be considered to have an interest in the contract of: his or her spouse, minor children and dependents, except a contract of employment with the District; a firm, partnership or association of which he or she is a member or employee; a corporation of which he or she is an officer, director or employee; and a corporation of which any stock is owned or controlled directly or indirectly by him or her.

The provisions of the preceding three paragraphs should not be construed to preclude the payment of lawful compensation and necessary expenses of any District officer or employee in one or more positions of public employment, the holding of which is not prohibited by law.

Representing Others in Matters Before the District

No person may receive, or enter into any agreement, express or implied, for compensation for services rendered in relation to any matter before the District. Likewise no one may receive, or enter into any agreement, express or implied, for compensation for services rendered in relation to any matter before

the District, where the individual's compensation is contingent upon any action by the District with respect to the matter.

Disclosure of Interest in Contracts and Resolutions

Any District officer or employee, who has, will have, or later acquires an interest in or whose spouse has, will have, or later acquires an interest in any actual or proposed contract, purchase agreement, lease agreement or other agreement, including oral agreements, with the District must publicly disclose the nature and extent of that interest in writing. The disclosure must be made when the officer or employee first acquires knowledge of the actual or prospective interest and must be filed with the person's immediate supervisor and the Board. Any written disclosure will be made part of and included in the official minutes of the relevant Board meeting.

Investments in Conflict with Official Duties

No person may invest or hold any investment directly or indirectly in any financial, business, commercial, or other private transaction, that creates a conflict with his or her official duties, or that would otherwise impair his or her independence of judgment in the exercise or performance of his or her official powers or duties.

Private employment

No person may engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.

Future employment

No person may, after the termination of service or employment with the District, appear before the District on behalf of his or her employer in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her service or employment with the District or which was under his or her active consideration while he or she was with theDistrict.

B:6 COPYRIGHTED MATERIALS: USE OF

It is the intent of the Board of Education to abide by the provisions of the United States Copyright Law (Title 17, United States Code, Section 101, et seq.).

All employees are prohibited from copying materials not specifically allowed by the copyright law, fair use guidelines, licenses or contractual agreements, or the permission of the copyright proprietor. Any employee who willfully disregards the copyright policy shall be in violation of Federal Copyright Laws and District policy and shall assume all liability.

Regulations and procedures shall be developed by the administration detailing what can and cannot be copied. Appropriate copyright notices will be placed on or near all equipment used for duplication.

B:7 CORPORAL PUNISHMENT/EMERGENCY INTERVENTIONS

Corporal Punishment

Corporal punishment as a means of discipline will 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 will immediately report the situation to the building principal or designee who will, within the same school day, make a report to the Superintendent describing in detail the circumstances and the nature of the action taken.

The Superintendent will submit a written report semi-annually to the Commissioner of Education, with copies to the Board, by January 15 and July 15 of each year, setting forth the substance of each written complaint about the use of corporal punishment received by the District authorities during the reporting period, the results of each investigation, and the action, if any, taken by the school authorities in each case.

Emergency Interventions

If alternative procedures and methods which do not involve physical force do not work, then the use of reasonable physical force is permitted for the following reasons:

a) Self-protection;
b) Protection of others;
c) Protection of property; or
d) Restraining/removing a disruptive student.

Emergency interventions will only be used in situations where alternative procedures and methods that do not involve the use of reasonable physical force cannot reasonably be employed. Emergency interventions will not be used as a punishment or as a substitute for systematic behavioral interventions that are designed to change, replace, modify or eliminate a targeted behavior.

Staff who may be called upon to implement emergency interventions will be provided appropriate training in safe and effective restraint procedures. The parent(s) of the student will be notified whenever an emergency intervention is utilized.

The District will maintain documentation on the use of emergency interventions for each student including:

a) Name and date of birth of student;
b) Setting and location of the incident;
c) Name of staff or other persons involved;
d) Description of the incident and emergency intervention used, including duration;
e) A statement as to whether the student has a current behavioral intervention plan; and
f) Details of any injuries sustained by the student or others, including staff, as a result of the incident.

This documentation will be reviewed by District supervisory personnel and, if necessary, by the school nurse or other medical personnel.

B:8 DRUG-FREE WORKPLACE

The Board affirms that all programs in the District that receive Federal funds will guarantee that their workplaces are free of controlled substances. "Controlled substance" means a controlled substance in schedules I through V of the Controlled Substances Act. An acknowledgment form will be signed by the Superintendent indicating that the District is in full compliance with the Drug-Free Workplace Act. This policy guarantees that not only Federally funded programs, but the entire District is free of controlled substances.

"Workplace" is defined as a school building or other school premises; any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the District.

The Board directs the administration to develop regulations to comply with this policy, and further supports such actions and activities of the administration as required to maintain a drug-free workplace.

B:9 EMPLOYEE POLITICAL ACTIVITIES

The Board recognizes the right of its employees, as citizens, to engage in political activities and to exercise their constitutionally-protected rights to address matters of public concern.

However, a District employee's constitutional rights to raise matters of public concern are limited when the speech or action occurs on school grounds and/or during school times. When the speech or action occurs on school grounds and/or during school time, the Board can impose reasonable restrictions on the time, place and manner of the speech or action, and can further regulate the content of such speech when it materially imperils the efficient operation of the school.

Teachers may not use their classrooms or school surroundings as a means to promote their personal political views and beliefs. However, teachers are encouraged to address issues of current events for

their instructional and informational value to students, to invite public and/or political figures to visit the classroom as a community resource, and to motivate students to participate in the political process.

B:10 EMPLOYEE PROTECTION

The District will provide legal defense for an employee being sued for events arising from the individual's performance of duties, provided the employee was, at the time of the incident, acting in the discharge of his/her duties within the scope of his/her employment.

The District shall not be subject to the duty to defend unless the employee, within the time prescribed by specific statute, delivers the original or a copy of the claim to the clerk of the District.

B:11 EQUAL EMPLOYMENT OPPORTUNITY

The District is an equal opportunity employer and does not discriminate against any employee or applicant for employment in its programs and activities on the basis of race, color, national origin, sex, disability, or age. Further, the District does not discriminate on the basis of religion or creed, sexual orientation, military status, genetic status, marital status, domestic violence victim status, criminal arrest or conviction record, or any other basis prohibited by state or federal non- discrimination laws.

Investigation of Complaints and Grievances

The District will act to promptly, thoroughly, and equitably investigate all complaints, whether verbal or written, of discrimination, and will promptly take appropriate action to protect individuals from further discrimination. All such complaints will be handled in a manner consistent with the District's policies, procedures, and/or regulations regarding the investigation of discrimination and harassment complaints, including Policy #3420 – Non- Discrimination and Anti-Harassment in the District; Policy #6121 – Sexual Harassment of District Personnel; and Policy #6122 – Employee Grievances.

Additional information regarding the District's discrimination and harassment complaint and grievance procedures, including but not limited to the designation of the Civil Rights Compliance Officer (Civil Rights Compliance Officer), knowingly making false accusations, and possible corrective actions, can be found in Policy #3420 – Non- Discrimination and Anti-Harassment in the District.

Prohibition of Retaliatory Behavior

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of discrimination. Complaints of retaliation may be directed to the Civil Rights Compliance Officer. In the event the Civil Rights Compliance Officer is the alleged offender, the report will be directed to another Civil Rights Compliance Officer, if the District has designated another individual to serve in such a capacity, or to the Superintendent.

When appropriate, follow-up inquiries will be made to ensure that discrimination has not resumed and that all those involved in the investigation of the discrimination have not suffered retaliation.

B:12 EXPOSURE CONTROL PROGRAM

The District will establish an exposure control program designed to prevent and control exposure to bloodborne pathogens. According to the New York State Department of Labor's Division of Safety and Health and Occupational Safety and Health Administration (OSHA) standards, the program will consist of:

a) Guidelines for maintaining a safe, healthy school environment to be followed by staff and students alike;
b) Written standard operating procedures for blood/body fluid clean-up;
c) Appropriate staff education/training;
d) Evaluation of training objectives;
e) Documentation of training and any incident of exposure to blood/body fluids;
f) A program of medical management to prevent or reduce the risk of pathogens, specifically hepatitis B and Human Immunodeficiency Virus (HIV);
g) Written procedures for the disposal of medical waste; and
h) Provision of protective materials and equipment for all employees who perform job-related tasks involving exposure or potential exposure to blood, body fluids or tissues.

B:13 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a Federal law originally enacted in 1974, established to protect the privacy of parents and students in education records maintained by a school district. Education records can be in many forms (print, photograph, video, e-mail, etc.), contain information directly related to a student, and are maintained by the school district or a party acting for the school district. Examples of education records include test scores, progress and evaluation reports, disciplinary referrals, health records and IEP's.

There are several mandates regulated by FERPA. In particular, a student's education records or personally identifiable information regarding a student from education records will not be disclosed to any party or institution without written parental consent unless the disclosure of information is to another educational institution where the student seeks to enroll, is enrolled or receives services, or to other school officials with a legitimate educational interest on behalf of the student. Refer to the District policy # 7240 and regulation # 7514 for additional information on disclosure of education records.

B:14 FIRE AND EMERGENCY DRILLS

The administration of each school building will instruct and train students on appropriate emergency responses, through fire and emergency drills, in the event of a sudden emergency.

Fire and emergency drills will be held at least twelve (12) times in each school year; eight (8) of these will be completed by December 31. Eight (8) of all drills will be evacuation drills, four (4) will be

through use of the fire escapes on buildings where fire escapes are provided or identified secondary exits. The other four (4) drills will be lock-down drills. Drills will be conducted at different times of the school day. Students will also be instructed in the procedures to be followed in the event that a fire occurs during the regular school lunch period or assembly, however, this additional instruction may be waived if a drill is held during the regular lunch period or assembly.

Summer School

At least two (2) additional drills will be held during summer school in buildings where summer school is held, and one (1) of these drills will be held during the first week of summer school.

After-School Programs, Events, or Performances

The Building Principal or designee will require those in charge of after-school programs, events, or performances attended by any individuals unfamiliar with that school building, to announce at the beginning of these programs the procedures to be followed in the event of an emergency.

B:15 GIFTS: ACCEPTING

The Board of Education recognizes that gift giving, especially during the holiday season, may be a common practice for many District employees. While the giving or exchanging of gifts may be acceptable among staff members, the Board strongly encourages District employees and students to show appreciation through written notes or greeting cards.

No person may directly or indirectly, solicit, accept or receive any gift having a value of seventy-five dollars ($75) or more, under circumstances in which it could reasonably be inferred that the gift was intended or expected to influence the individual in the performance of his or her official duties or was intended as a reward for any official action on the part of the individual. This prohibition applies to any gift, including money, services, loan, travel, entertainment, hospitality, thing or promise, or any

B:16 HUMAN IMMUNODEFICIENCY VIRUS (HIV) RELATED ILLNESS

The Board of Education contends that a student shall not be denied the right to attend school or continue his/her education nor shall an employee be denied the right to continue his/her employment who has been diagnosed or identified as having a positive blood test for the antibodies to the Human Immunodeficiency Virus (HIV). The Board further contends that under current law and regulations, the disclosure of confidential HIV-related information shall be strictly limited. Administrative regulations and procedures shall be developed and implemented by the administration based on recommendations from the New York State Education Department and from consultation with appropriate professional and medical staff in the District. The Superintendent shall also establish protocols for routine sanitary procedures for dealing with the cleaning and handling of body fluids in school, with special emphasis placed on staff awareness.

B:17 IEP POLICIES AND TEACHER ACCESS

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 Individualized Education Program (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 must remain confidential in compliance with the Individuals with Disabilities Education Act (IDEA), the Family Educational Rights and Privacy Act (FERPA), and District policy regarding confidentiality of student records.

The Chairperson of the Committee of Special Education (CSE), CSE subcommittee, or Committee of Preschool Special Education (CPSE) must 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., teachers, related service providers, supplementary school personnel, and other providers and support staff person) of his/her responsibility to implement 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.

B:18 JURY DUTY

A District employee called for jury duty shall receive his/her full day's pay from the School District plus mileage from the State. No employee shall be entitled to receive the per diem allowance for any regularly scheduled workday on which jury duty is rendered if on such a day his/her wages are not withheld on account of such service. An employee returning to regular employment after being summoned for jury duty shall produce original or copies of documentation showing date(s) of attendance at jury duty.

B:19 MAINTENANCE OF PUBLIC ORDER: RULES AND REGULATIONS FOR DEPARTMENTS

As directed by Article 55 of Education Law, the Board of Education of the Grand Island Central School District, Grand Island, New York adopts Rules and Regulation for the Maintenance of Public Order on its school property and provides a program for the enforcement thereof.

Statement of Purpose

The following rules are adopted in compliance with Article 55, Section 2801 of the Education Law and have been filed with the Commissioner of Education and the Board of Regents on or before November 30, 1972, as required by that section. Said rules shall be subject to amendment or revision and any amendments or revisions thereof shall be filed with the Commissioner of Education and the Board of Regents within ten (10) days after adoption or as otherwise provided by law. Nothing herein is intended, nor shall it be construed, to limit or restrict the freedom of speech or peaceful assembly.

Open inquiry and open expression are indispensable to the objectives. These rules shall not be construed to prevent or limit communication between and among faculty, students, administration, parents and the Board of Education, or to relieve the school of its educational responsibility for self-regulation in the preservation of public order. Their purpose is not to prevent or restrain discussion and dissent but to prevent abuse of the rights of others and to maintain public order appropriate to a public elementary and secondary school, without which there can be no intellectual productivity, and they shall be interpreted and applied to that end.

Prohibited Conduct

a) Personal injury or restraint. No person, alone or with others, shall:
1. Willfully cause physical injury to any other person, nor threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he/she has a lawful right to do or to do any act which he/she has a lawful right not to do.
2. Physically restrain or detain any other person nor remove such person from any place where he/she is authorized to remain.
3. Willfully damage or destroy property of the institution nor remove or use such property without proper authorization.

Disruption
a) No person shall disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or deliberately interfere with the freedom of any person to express his/her views, including invited speakers.
b) No person shall obstruct the free movement of persons and vehicles in any place to which these rules apply.
c) No person shall enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized use by others.
d) No person shall do anything to disrupt any meeting, sports event, social event, party, dinner, picnic, or meeting of any sort conducted by or sponsored by the Grand Island School System or do anything to prevent others at such events from their enjoyment thereof.

Trespassing

a) No person shall enter without permission any office of any administrative officer, teacher, or staff member.
b) No person shall without authorization remain in any building or facility after it is normally closed.
c) No person shall refuse to leave any building or facility after being required to do so by an authorized School District employee.

Weapons

No person shall bring upon school property nor into any school building any firearm of any sort whatsoever or any weapon, unless written authorization for such be obtained in advance from the Superintendent.

Visitors

No student shall enter any building except the one where he/she has regularly scheduled classes and no person shall enter any building except by the entrance nearest to the main office or as otherwise designated of that building. Upon entering visitors will follow front door procedures as outlined in the Code of Conduct.

Drugs and Alcoholic Beverages

No person shall knowingly have in his/her possession, upon any premises to which these rules apply, any alcoholic beverages and/or dangerous drugs. (Dangerous drugs as defined by Penal Law. Section 220.00.)

Penalties

A Person who shall violate any of the provisions of these rules shall:

a) If he/she is a licensee or invitee, have his/her authorization to remain upon the school property withdrawn and shall be directed to leave the premises. In the event of his/her failure or refusal to do so, he/she shall be subject to ejection.
b) If he/she is a trespasser or visitor without specific license or invitation, be subject to ejection.

c) If he/she is a student, be subject to expulsion or such lesser disciplinary action as the facts of the case may warrant, including suspension, probation, loss of privileges, reprimand or warning, pursuant to the rules, regulations and laws of the State of New York and policies and regulations of the Grand Island Central School District.
d) If he/she is a faculty member having a term of continuing appointment, be subject to the appropriate disciplinary actions as the facts of the case may warrant pursuant to the rules, regulations and laws of the state of New York and in accordance with the administrative code and negotiated contracts of the teachers' organization with the Grand Island Central District.
e) If he/she is a staff member in the classified service of the Civil Service, described in Section 75 of the Civil Service Law, be guilty of misconduct, and be subject to the penalties prescribed in said section.

B:20 SEXUAL HARASSMENT IN THE WORKPLACE

The District is committed to maintaining a discrimination-free work environment. Sexual harassment is one form of workplace discrimination. This policy addresses sexual harassment in the workplace and is one component of the District's commitment to a discrimination-free work environment. The District will provide this policy to all employees. The District will post this policy prominently throughout the District to the extent practicable.

Sexual harassment is a form of employee misconduct, a violation of District policy, and unlawful.

Employees of every level who engage in sexual harassment, including supervisory personnel who engage in sexual harassment, who knowingly allow such behavior to continue, or fail to report suspected sexual harassment will be subject to remedial and/or disciplinary action by the District. Sexual harassment may also subject the District to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability.

This policy applies to all instances of sexual harassment perpetrated against a "covered person," regardless of immigration status, by anyone in the workplace, including a co-worker, supervisor, or third-party such as a nonemployee, paid or unpaid intern, vendor, building security, visitor, volunteer, parent, or student. For purposes of this policy, a "covered person" includes:

a) Employees;
b) Applicants for employment;
c) Paid or unpaid interns; and
d) Non-employees, which includes anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or other person providing services pursuant to a contract in the workplace.

Sexual harassment in the workplace can occur between any individuals, regardless of their sex or gender. Unlawful sexual harassment is not limited to the physical workplace itself. Sexual harassment can occur on school grounds, school buses or District vehicles, and at school-sponsored events, programs, or activities, including those that take place at locations off school premises. It can also occur while employees are traveling for District business. Calls, texts, emails, and social media usage can constitute unlawful workplace harassment, even if they occur away from school grounds, on personal devices, or during non-work hours.

What Constitutes Sexual Harassment

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

a) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
b) Such conduct is made either explicitly or implicitly as a term or condition of employment; or
c) Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by

someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment. Any covered person who feels harassed should report the conduct so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of Sexual Harassment

The following describes some actions that may constitute unlawful sexual harassment and that are strictly prohibited:

a) Physical acts of a sexual nature, such as:
1. Touching, pinching, patting, kissing, hugging, grabbing, brushing against another person's body or poking another person's body; and
2. Rape, sexual battery, molestation or attempts to commit these assaults.
b) Unwanted sexual advances or propositions, such as:
1. Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
2. Subtle or obvious pressure for unwelcome sexual activities.
c) Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
d) Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
e) Sexual or discriminatory displays or publications anywhere in the workplace, such as pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

f) Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, and the status of being transgender, such as:
1. Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
2. Sabotaging an individual's work; and
3. Bullying, yelling, or name-calling.

Prohibition of Retaliatory Behavior (Whistle-Blower Protection)

Unlawful retaliation can be any action that could discourage a covered person from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

The District prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of a complaint of sexual harassment. Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity". Protected activity occurs when a person has:

a) Internally or with any anti-discrimination agency;
b) Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
c) Opposed sexual harassment by making a verbal or informal complaint of harassment to a supervisor, building principal, other administrator, or the Civil Rights Compliance Officer (CRCO);
d) Reported that another employee has been sexually harassed; or
e) Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The District cannot prevent or remedy sexual harassment unless it knows about it. Any covered person who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, building principal, other administrator, or the Civil Rights Compliance Officer. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is posted on the District website, and all covered persons are encouraged to use this complaint form. Persons who are reporting sexual harassment on behalf of another person should use the complaint form and note that it is being submitted on another person's behalf.

Any person who believes they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors, building principals, and other administrators who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the Civil Rights Compliance Officer. The Civil Rights Compliance Officer is the Assistant Superintendent for Pupil Personnel Services. In the event the Civil Rights Compliance Officer is the alleged harasser, the report will be directed to the Superintendent of Schools.

In addition to being subject to discipline if they engage in sexually harassing conduct themselves, supervisors, building principals, and other administrators will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors, building principals, and other administrators will also be subject to discipline for engaging in any retaliation.

Investigating Complaints

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information, or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately, and completed as soon as possible. The investigation will be kept confidential to the extent possible. Disclosure may, however, be necessary to complete a thorough investigation of the charges and/or notify law enforcement officials. All persons involved, including complainants, witnesses, and alleged harassers will be accorded due process, as outlined below, and in accordance with any applicable collective bargaining agreements to protect their rights to a fair and impartial investigation.

The District will not tolerate retaliation against anyone who files complaints, supports another's complaint, or participates in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be conducted in accordance with the following steps:

a) Upon receipt of a complaint, the Civil Rights Compliance Officer will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. In the event that the Civil Rights Compliance Officer is the alleged harasser, the complaint will be directed to the Superintendent of Schools.
b) If a complaint is verbal, encourage the individual to complete the complaint form, which is available on the District website, in writing. If he or she refuses, prepare a complaint form based on the verbal reporting.
c) If documents, emails, or phone records are relevant to the investigation, take steps to obtain and preserve them.
d) Request and review all relevant documents, including all electronic communications.
e) Interview all parties involved, including any relevant witnesses. If a student is involved, the District will follow all applicable District policies and procedures regarding questioning students.
f) Create written documentation of the investigation (such as a letter, memo or email), which contains the following:
1. A list of all documents reviewed, along with a detailed summary of relevant documents;
2. A list of names of those interviewed, along with a detailed summary of their statements;
3. A timeline of events;
4. A summary of prior relevant incidents, reported or unreported; and

5. The basis for the decision and final resolution of the complaint, together with any corrective action(s).

g) Keep the written documentation and associated documents in a secure and confidential location.

h) Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.

i) Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

If an investigation reveals that discrimination or harassment has occurred, the District will take immediate corrective action as warranted. This action will be taken in accordance with applicable laws and regulations, as well as any and all relevant codes of conduct, District policies and administrative regulations, collective bargaining agreements, and/or third-party contracts.

Annual Training

The District will provide a sexual harassment prevention training program to all employees on an annual basis. The training will include:

a) An explanation of sexual harassment consistent with guidance issued by the Department of Labor in consultation with the Division of Human Rights;

b) Examples of conduct that would constitute unlawful sexual harassment;

c) Information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment;

d) Information concerning employees' rights of redress and all available forums for adjudicating complaints;

e) Information addressing conduct by supervisors and any additional responsibilities for such supervisors.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the District but is also prohibited by state, federal, and, where applicable, local law. Aside from the District's internal process, individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, an individual may seek the legal advice of an attorney.

In addition to those outlined below, individuals may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects covered persons, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file with DHR, they can sue directly in state court under the Human Rights Law, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a Human Rights Law complaint in state court.

Complaining internally to the District does not extend your time to file with DHR or in court. The one year or three years is counted from the date of the most recent incident of harassment.

Individuals do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. Individuals may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

New York State has also established a Sexual Harassment Hotline. Individuals experiencing sexual harassment in the workplace may use the free and confidential hotline to connect with pro-bono attorneys on sexual harassment issues or submit a complaint.1-800-HARASS-3 (1-800-427-2773)

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 USC § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will

investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An individual alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669- 6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any federally funded education program or activity. The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title IX of the Education Amendments of 1972.

For more information about how to file a complaint, contact OCR at 800-421-3481 (TDD 800-877-8339) or visit: https://www2.ed.gov/about/offices/list/ocr/docs/howto.html. The website contains information about filing the complaint online, by mail, or by email.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

B:21 SMOKING/TOBACCO USE

Tobacco use shall not be permitted and no person shall use tobacco on school grounds. This includes use of e-cigarettes, atomizers, or any other similar device whether or not nicotine is present. For purposes of this policy, "school grounds" means any building, structure, vehicle, and surrounding outdoor grounds contained within the District's legally defined property boundaries as registered in the County Clerk's Office; as well as any vehicles used to transport children or school personnel.

The District will prominently post its Smoking/Tobacco Use Policy in District buildings and supply a copy upon request to any current or prospective employee. Each administrator and supervisor is designated as an agent who shall be responsible for informing individuals of the policy.

B:22 WEAPONS IN SCHOOL AND THE GUN-FREE SCHOOLS ACT

With the exception of those students who receive prior written permission from the Board or its designee, no student may bring in or possess any "firearm" or "weapon" on school property, on a school bus or District vehicles, in school buildings, or at school sponsored activities or settings under the control or supervision of the District, regardless of location. Any student who has been found guilty of bringing in or possessing a firearm or weapon in violation of this policy will be disciplined in a manner consistent with State and Federal law and the District's Code of Conduct. Discipline may include a mandatory suspension for a period of not less than one calendar year for a student who is determined to have violated the Federal Gun-Free Schools Act and its implementing provisions in the New York State Education Law, provided that the Superintendent may modify the suspension requirement on a case-by-case basis.

Students who have brought a "weapon" or "firearm" to school, will be referred by the Superintendent to either a presentment agency (the agency or authority responsible for presenting a juvenile delinquency proceeding) or to appropriate law enforcement officials. These referrals will be made as follows: a student is under the age of sixteen (16) and who is not a fourteen (14) or fifteen (15) year old who qualifies for juvenile offender status under the Criminal Procedure Law will be referred to a presentment agency for juvenile delinquency proceedings; a student who is sixteen (16) years old or older or who is fourteen (14) or fifteen (15) and qualifies for juvenile offender status will be referred to the appropriate law enforcement authorities.

For the purposes of this policy, the term "weapon" will be as defined in 18 USC 930(g)(2). For the purposes of this policy, the term "firearm" will be as defined in 18 USC 921(a).

Students with disabilities continue to be entitled to all rights set forth in the Individuals with Disabilities Act and Education Law Article 89.

This policy does not authorize suspension of students with disabilities in violation of those authorities. This policy does not diminish the authority of the Board to offer courses in instruction in the safe use of firearms in accordance with Education Law Section 809-a.

B:23 WELLNESS

The Grand Island Central School District is committed to providing a school environment that enhances the learning and development of lifelong wellness practices. The District’s Wellness Committee is designated as the vehicle for oversight of this policy, and will report to the Board of Education as required.

To accomplish the intended goals, the Board of Education:

a) Recognizes that a student’s overall emotional wellness will play one of the most important roles in making healthy food and physical activity choices. All student guidance/support services will be recognized as integral parts of any strides in overall wellness.

b) Requires that each building principal communicate with the District's Wellness Committee to review wellness activities in his/her building.

c) Acknowledges that sequential and interdisciplinary nutrition education will be provided and promoted through formal classroom instruction. Health and wellness instruction will be instituted at each grade level through the efforts of the building principals, the Assistant Superintendent of Curriculum, Staff Development, and Human Resources, and the Directors of Athletics, Food Services, and Physical Education. "Team Nutrition" and other valuable resources will be made available.

d) Requires that all child nutrition programs comply with federal, state and local requirements, and are accessible to all students.

e) Requires that all schools become a "Choose Sensibly School." This will ensure that snack food sold in school, on school property and in student accessible vending machines before, during and after the school day meets those specific nutritional standards. Certain foods may be exempt from these standards because they are nutrient dense. Limited exceptions, as approved by administration, for special events, tournaments, and athletic events may be acceptable.

f) Requires that the only beverages sold to students in schools, on school property and in student accessible vending machines before, during and after the school day are: milk with a fat content of no more than 2%, water, and vegetable and fruit juices having at least 50% juice. The District's Wellness Committee will have the responsibility to review products and implement changes should new acceptable products become available. Limited exceptions, as approved by administration, for special events, tournaments, and athletic events may be acceptable.

g) Requires that all foods made available will adhere to food safety and security guidelines.

h) Recommends that food and/or physical activity will not be used as a reward or punishment.

i) Requires that nutrition information disseminated to students, parents and staff will occur on a regular basis. Items such as newsletter nutrition tips, lunchroom displays, and web site menu and nutrition information postings will be utilized.

j) Requires that elementary classroom teachers incorporate fifteen (15) minutes of physical activity into their daily classroom routine.

k) Supports that secondary schools, through a coordinated physical education and health curriculum, will offer a variety of non-traditional physical education courses to promote wellness and increase participation within the framework of all New York State standards.

l) Recognizes that staff wellness will be promoted by supporting staff to participate in wellness activities and/or use building fitness equipment.

m) Supports using appropriate funding sources for student and staff wellness, including but not limited to: fitness equipment, educational classroom resources, speakers, and guidance/student support service enhancements.

n) Acknowledges the need to cooperate with Parent Teacher Organizations, as well as all school and community support groups, to accomplish wellness goals. Support groups will be encouraged to coordinate with and assist building principals when planning activities.

o) Encourages all fund-raising efforts and classroom celebrations follow the District Wellness and Nutrition Standards.

B:24 WORKERS' COMPENSATION

The School District shall make Workers' Compensation coverage available for all employees.

a) The employee qualified for Workers' Compensation may choose one of the following options:

1) The employee may receive the full amount of his/her salary for as long a period as he/she has accumulated sick leave allowance. If the employee exhausts his/her sick leave during the period of absence, he/she would automatically revert to option 2.
2) The employee may select to receive weekly compensation payments as he/she is entitled to during his/her absence in lieu of his/her regular salary, and days absent would not be deducted from his/her accumulated sick leave allowance.

b) If the employee chooses option 1, any weekly compensation entitlement received during the period of absence must be remitted to the Board of Education. Depending upon the amount of weekly compensation reimbursed, the employee's sick leave record will be adjusted accordingly.

B:25 WORKPLACE VIOLENCE PREVENTION

The District is committed to maintaining a safe and respectful work environment, free from any form of workplace violence.

What is Workplace Violence? Workplace violence includes, but is not limited to:Physical assault or aggressive behavior at work. Verbal or physical threats intended to cause injury. Display of force that causes fear of bodily harm. Unwanted physical contact that results in injury. Stalking related to work that causes fear for physical safety.

These acts may be committed by: Employees or former employees. Students, parents, or visitors. Individuals with no workplace connection (e.g., intruders). Persons with a personal relationship to a staff member

Reporting Workplace Violence: Employees must report any incident, threat, or concern to a supervisor or the Workplace Violence Prevention Coordinator, preferably in writing. Reports should be made using the Workplace Violence Reporting Form, which is available in the District's shared document library or from the HR office.

In situations where there is imminent danger, employees may report the issue immediately without written notice.
Workplace Violence Prevention Coordinator:
Assistant Superintendent for Human Resources, Curriculum and Professional Development
(716) 773-8800 or x8803
Protections

- All reports will be taken seriously and investigated promptly.

- The District prohibits any form of retaliation (“whistle-blower” protection) against individuals who report workplace violence in good faith.

- Annual training on workplace violence prevention is provided to all employees.

For more information, refer to the complete Workplace Violence Prevention Program (WVPP) or contact the Workplace Violence Prevention Coordinator.

SECTION C: SCHOOL POLICIES

C:1 ACCEPTABLE USE OF COMPUTERS, TECHNOLOGY AND THE INTERNET

Technology resources are available to students, employees, and the Board in the Grand Island Central School District. These resources include software delivered via the District local area network, (LAN), as well as the Internet. We are pleased to provide this access to students, employees and Board Members and believe telecommunications and other technological resources offer vast and unique opportunities to the community. The main use of District equipment is for school related purposes. Personal use may be permitted as long as there is no disruption to District operations or mission.

Generally the same standards for acceptable staff conduct that apply to any aspect of job performance will also apply to use of the District's technology systems. Employees and Board Members are expected to communicate in a professional manner consistent with applicable District policies and regulations governing the behavior of school staff.

This policy does not attempt to articulate all required and or acceptable uses of the District's technology systems, nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate staff conduct and uses, as well as prescribed behavior.

District staff and students will also adhere to the laws, policies, and rules governing computers including, but not limited to copyright laws, rights of software publishers, license agreements, and rights of privacy created by federal and state law.

Staff and student data files and electronic storage areas will remain District property, subject to District control and inspection. The Superintendent or his or her designee may access all such files and communications to ensure system integrity and compliance with requirements of this policy and accompanying regulations.

Staff and students should NOT expect that information stored on the District's computer system will be private. Information may be reviewed without prior notice.

The use of computers is not only of value to schools, but is becoming a necessity in working with students and other aspects of schooling. Various work responsibilities result in access to information sources such as software programs, Internet access and the District's computer network. Access and authorization to information and equipment carry a corresponding responsibility for appropriate use. Access should be primarily for educational and professional activities.

Employees represent the Grand Island Central School District and are using a non-private network.

The following is a list of general expectations of all Grand Island employees and students.
General Expectations

We expect all employees and students of the Grand Island Central School District will:

1) Be familiar with building procedures and rules for computer and Internet use. Employees will abide by expectations contained herein.
2) Be responsible for the security of their computer equipment, files, and passwords.
3) Promptly notify their immediate supervisor of security problems.
4) Treat student records with confidentiality and not release or share information except as authorized by Federal and State law.
5) Follow acceptable etiquette, which includes:
a. Being polite.
b. Using appropriate language.

We expect that all employees and students of the Grand Island Central School District will not:

1) Go beyond their authorized access to the District network or other computer equipment or software, including the files or accounts of others.
2) Disrupt or attempt to damage or disrupt any computer system, system performance, or data. This includes the propagation of computer viruses and use of the Internet to make unauthorized entry to any other Internet source.
3) Use District hardware or software to engage in any illegal act.
4) Access or transmit inappropriate items such as pornographic or obscene material, or material that is profane, lewd, rude, inflammatory, or material that contains threatening or disrespectful language.
5) Use potentially damaging, dangerous or disruptive material.
6) Engage in personal or generalized harassment.
7) Transmit false or defamatory information.
8) Be involved in plagiarism.
9) Be involved in malicious activities or downloading or transmitting copyrighted material.
10) Solicit personal information with the intent of using it to cause emotional or physical harm.
11) Use District technology for private business purposes or excessive personal use. No personal use of District technology is permitted that would compromise the District's information technology systems, violate the District's mission, its policies and regulations; violate any State or Federal laws or regulations; interfere with the employee's job requirements or diminish student instructional time.

12) Download and install unauthorized software programs.

When Staff is Working with Students

1) All computer use by students requires supervision.
2) All student Internet use requires supervision.
3) Enforce all aspects of rules governing students.

E-mail and Other User Generated Electronic Files

1) Employees and students should not have an expectation of privacy. The Superintendent of Schools (or designee) has the right of access to all e-mail sent or received. In the event of the Grand Island Central School District being involved in any legal proceedings, any relevant e-mail recordings (including Internet e-mail), or other electronic files stored on District equipment may be disclosed.
2) Every user is responsible for all e-mail originating from his or her user ID (e-mail address). Forgery or attempted forgery of electronic mail is prohibited. The District e-mail standard is the only allowable e- mail system to be used.
3) Attempts to read, delete, copy or modify the e-mail of other users are prohibited.

Verification of Employee Understanding

All staff must acknowledge and agree to abide by all regulations, organizational policies, guidelines, and procedures that govern computer network, Internet, and information use.

Assumption of Risk

The Grand Island Central School District makes no guarantees of any kind, whether expressed or implied, for services provided and is not responsible for any damages suffered while on the system. This includes loss of data and inaccurate or poor quality information obtained from the system. Furthermore, while use of private devices is acceptable, the owner assumes all the risk for damage, loss or corruption of data.

Web Pages

An exciting innovation in technology is the opportunity for teachers and staff to create teacher Web pages. The Board and the administration encourage the development of Web pages by teachers and staff in order to provide information to parents, students and the community about classroom and student activities as well as instructional resources. To be considered authorized by the Grand Island Central School District, Web pages must be developed in accordance with this regulation using resources provided by, and hosted on sites provided by, the Grand Island Central School District.

The following guidelines apply to all Web pages developed by Grand Island Central School District students and staff and housed within Grand Island Central School District's realm of ownership. All information must be in compliance with Grand Island Central School District policies, regulations, and Web standards.

Content Integrity

1) All subject matter on the Web pages and their links must relate to:
a. Curriculum and instruction.
b. Grand Island Central School District authorized activities and services.
c. Information about the Grand Island Central School District or its mission.
2) Safety - Information about students and staff posted on a teacher Web page should be general in nature. Do not use students' full names on the Web. Also, do not give specific locations and times when listing a field trip or activity. Remember that this information is public for anyone to access.
3) Always refer to our organization by using the proper name, the Grand Island Central School District.
4) To reduce the possibility of spam, use broken e-mail addresses that do not automatically create a link.
5) Confidential information regarding students, staff, or the organization may not be posted on Web pages.
6) Treat your audience with respect. Avoid any objectionable language, and use proper grammar and spelling at all times.

Copyright Information

1) Generally, you cannot post a copy of any copyrighted materials on your website without the copyright owner's permission. Merely acknowledging the source of the copyrighted material is not a substitute for obtaining this permission. Materials that may be subject to copyright include photographs, logos, music, videos, cartoons, drawings, paintings, graphs, charts, animation, articles, and other Web pages. Students and staff should assume that any such materials, even if found on the Internet and in the absence of the © symbol or other copyright notice, are subject to copyright.
2) Under certain limited circumstances, teachers are authorized to use portions of copyrighted works in traditional classroom settings under the doctrine of "fair use," without specific permission. However, a copy of a copyrighted work placed by a teacher on a website is less likely to be seen as a "fair use" of that work. Therefore, reliance on a website using "fair use" doctrine should be avoided.
3) Generally, links to copyrighted resources available elsewhere online may be created as long as the link merely directs the user to another site and does not cause a copy of the copyrighted work to be created and stored on Grand Island Central School District sites or servers. Include the link disclaimer language. Framing (displaying another site's Web page within our Grand Island Central School District Web page design) is not permitted. Your link must cause a separate Web page to appear.
4) Students are the copyright owners of their own work. You must get the written permission of the student, as well as his or her parent, to post a copy of a student's work on your Web page.

Additional Guidelines for the Use of Photos and Images

1) Student photographs, video, audio recordings, or electronic images may be used without prior consent in order to publicize or promote a school district program. If a parent or guardian wishes to refuse permission for the use of a child's photograph, video or audio recording, or electronic images in District publications, media releases, or the District Website, they must notify the building principal in writing by September 30 of each academic year.
2) When uploading a file containing an approved photo, please make certain the file name does not list student names (ex.: SallyMae.jpg). If it does, please re-save the photo using another generic description then upload onto the Web. Students' names could be inadvertently shared, accessed as part of the image's code, if not corrected.
3) Photos of individual students or staff are not recommended for security reasons. Group pictures make it harder to identify a specific person in the photo.
4) When using the Grand Island Central School District logo, use only the standard logo and do not modify it in any way. When using the logo of another organization (ex.: SkillsUSA), you must get permission in writing first.
5) You may only use images on your Web page with the permission of the copyright owner, unless the image is from a source that specifically grants permission for such use. You cannot scan material from a book and paste it onto your Web page. Handouts created by anyone but you cannot be posted on the Web page. Clip art may be used if from a source that grants permission for such use.

Social Media

The School District recognizes the value of teacher and professional staff inquiry, investigation and communication using new technology tools to enhance student learning experiences. The School District also realizes its obligations to teach and ensure responsible and safe use of these new technologies. Social media, including social networking sites, have great potential to connect people around the globe and enhance communication. Therefore, the Board of Education encourages technologies to supplement the range of communication and educational services.

For purposes of this Policy, the definition of public social media networks or Social Networking Sites (SNS) are defined to include: Web sites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, and any other social media generally available to the school district community, which do not fall within the District's electronic technology network. The definition of District approved password-protected social media tools are those that fall within the District's electronic technology network or which the District had approved for educational use. Within these internal forums, the District has greater authority and ability to protect minors from inappropriate content and can limit public access within these internal forums.

However, personal use of these media during District time or on District-owned equipment is prohibited. In addition, employees are encouraged to maintain the highest levels of professionalism. They have responsibilities for addressing inappropriate behavior or activity on these networks, including requirements for mandated reporting and compliance with all applicable District Policies and Regulations.

Applicable Policy and Regulation

All development and use of Web pages and communication tools will be subject to other applicable Grand Island Central School District policies and regulations regarding the use and development of instructional materials.
Enforcement

Professional Boundaries and Electronic Communication with Students

The Grand Island Central School District expects all employees to maintain clear and appropriate professional boundaries with students at all times. Professional boundaries exist to protect students, employees, and the integrity of the educator-student relationship. Employees are expected to conduct themselves in a manner that avoids both actual impropriety and the appearance of impropriety in their interactions with students. Employees should exercise sound professional judgment when communicating with students both in person and through electronic or social media platforms.

Electronic Communication and Social Media

Employees shall limit electronic communications with students to legitimate educational or school-related purposes using District-approved or school-sponsored communication platforms whenever practicable.
Employees shall not:

- Direct message, privately message, or instant message students through personal social media accounts or applications.
- Text students or communicate with students through personal electronic accounts unless communication is school-related and otherwise authorized.
- "Friend," "follow," or otherwise connect with current students through personal social media accounts or applications.
- Accept requests from current students to connect through personal social media accounts.
- Maintain personal social media relationships with current students that are unrelated to District-sponsored activities.
- Socialize or communicate with students through mobile applications, gaming platforms, blogs, or other non-District approved electronic platforms.

Social Media Engagement

Employees are expected to exercise extreme caution when interacting with any social media content involving current students. Accordingly, employees shall refrain from:

- "Liking," commenting on, sharing, reposting, or otherwise engaging with social media content posted by current students through personal accounts unless such content originates from a District-approved or school-sponsored account.

- Following social media accounts of current students that are not District-approved or school-sponsored.
- Posting photographs, videos, or other student-related content on personal social media accounts without appropriate District authorization and applicable parental permissions.
- Using social media in a manner that may reasonably create the appearance of favoritism, inappropriate familiarity, or a personal relationship with students.

District-Approved Social Media Accounts

Employees who wish to utilize social media or electronic platforms to promote District programs, extracurricular activities, student accomplishments, or other school-related initiatives must receive prior approval from their supervisor or the District.
District-approved or school-sponsored accounts shall:

- Be used solely for educational or school-related purposes.
- Maintain transparency and professionalism at all times.
- Be subject to District policies regarding student privacy and confidentiality.
- Be accessible for administrative oversight when appropriate.

Professional Expectations

Employees are reminded that electronic communications and social media activity may be archived, copied, forwarded, and reviewed by others. Conduct that may appear harmless or informal can nevertheless create concerns regarding professional boundaries or expose employees and the District to allegations of misconduct.
The safest and most appropriate practice is to maintain clear boundaries between employees' personal lives and their professional relationships with students. Employees are expected to restrict non-school-related communications and social media interactions with students and to seek administrative guidance whenever questions arise regarding appropriate electronic communication practices.

The Superintendent shall be responsible for the enforcement of this policy. Violations of the policy shall be dealt with in accordance with applicable laws, regulations and employee contracts.

C:2 ACCIDENTS

Procedures shall be established and maintained by the Superintendent for the handling of student injuries that occur on school property and during school activities.

Student Emergency Treatment

All staff members of the School District are responsible to obtain first-aid care for students who are injured or become ill while under school supervision.

In most instances first aid should be rendered, and then the parent should be contacted to come to school and transport the student to the family physician. Beyond first aid, the medical care of the

student is the parent's responsibility. However, the student's welfare is always the primary concern, and it is the responsibility of school personnel to exercise good judgment and care under all circumstances.

Transporting an Ill or Injured Student

In the event of an illness or injury to a student, an ambulance may be called if warranted. This solution will be used after other alternatives, including parent/legal guardian contact, have been made. If a parent is not in attendance, an official from the School District shall accompany, but not transport, the student to the hospital.

C:3 ADVERTISING/DISTRIBUTION OF LITERATURE IN THE SCHOOLS

No materials of a commercial nature shall be distributed through the Grand Island Schools except as authorized by law or the Commissioner's Regulations. Neither the staff nor the students of the School District shall be employed in any manner for advertising or otherwise promoting the interests of any commercial, political, or other non-school agency, individual or organization, except that:

a) Schools may cooperate in furthering the work of any non-profit, community-wide, social service agency, provided that such cooperation does not restrict or impair the educational program of the schools;
b) The school may use films or other educational materials bearing only simple mention of the producing firm;
c) The Superintendent of Schools may, at his discretion, announce or authorize to be announced, any lecture or other community activity of particular educational merit;
d) The schools may, upon approval of the Superintendent of Schools, cooperate with any agency in promoting activities in the general public interest that are non-partisan and non-controversial, and that promotes the education and other best interests of the students.

C:4 BUILDING SECURITY

In order to provide uniform procedures for administering and maintaining a security system on a District-wide basis, and in order to help avoid incidents of breaking and entering, theft and vandalism, the following regulations shall govern all buildings and facilities.

Guidelines:

a) No change shall be made on or to any locks/locking devices in any building without the expressed authorization of the Superintendent of Buildings and Grounds.
b) No faculty/staff member shall possess at any time an area key to facilities which are not within the scope of his/her primary assignment.
c) No student or non-District employed person shall possess or be given a key for temporary use.
d) All classroom keys provided for faculty/staff members use shall be issued annually in September, and returned the following June as part of the final year-end audit.

e) All unoccupied areas, including classrooms, laboratories, custodial closets, storage rooms etc. shall be locked at all times.
f) Although the building administrator(s) is held responsible for the affairs of his/her facilities, after school hours the Superintendent of Buildings and Grounds shall have primary responsibility for District security and building security during the absence of the building administrator.

C:5 COMMUNICATION

Each staff person is assigned a mailbox for the purpose of inter-school communication. Newsletters, bulletins, notes from other staff members, etc., will be placed in your mailbox. It should be checked in the morning and afternoon by each person. Incoming mail, magazines, catalogs, etc. will also be placed in your mailbox. Please do not allow students to pick up mail or place information in the mailboxes.

Each staff person is expected to check district email regularly and respond to emails in a timely manner.

C:6 EMERGENCY CLOSING OF SCHOOL

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

Every effort is made to make the decision to close school by 5:30 A.M.

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

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

- WGRZ-TV, WIVB-TV, andWKBW-TV
- Radio station WBEN 930 AM
- Grand Island School District website:www.grandislandschools.org

C:7 MAINTENANCE REQUESTS

All maintenance requests shall be submitted using an electronic work order. Essential information should be entered as directed on the form and submitted.

C:8 PARENT, TEACHER, STUDENT ASSOCIATIONS

An integral component of a successful educational system is a strong partnership between school and home. The parents of this District have exhibited a commitment to outstanding educational opportunities for their children through their participation in parent teacher organizations. Each of our schools boasts a strong, active parent group dedicated to supporting and enhancing the existing program.

C:9 PTA COUNCIL

Officers from our parent organizations meet as a group on a regular basis with the Superintendent of Schools for the purpose of coordinating their efforts and sponsoring joint projects.

C:10 PUBLIC RELATIONS

The high level of confidence and strong community support enjoyed by the Grand Island School District is due in large part to the commitment and dedication of its outstanding professional staff. An effective communication plan is essential to building good relations, but the strongest component of a public relations program is at the individual level. In that respect every employee is an important link in our public relations efforts. As we go about performing our duties, we must be mindful of the role public relations plays in the smooth operation of the district. We would never do things for public relations value, but certainly everything we do has public relations implications. Public opinion is based on personal observations and experiences. Every contact we have with a colleague, a student, a parent, or a member of the community contributes to that person's perception about our school district.

C:11 PURCHASING: HOW TO ORDER SUPPLIES, EQUIPMENT AND SERVICES

All purchases of supplies, equipment, and services used for school related activities must be approved by each employee's supervisor, building principal, and/or the school business official using the following procedure:

a) Submit a requisition for the item(s) to the immediate supervisor or building principal. Please make sure it is filled out correctly and completely.

b) Following approval, the building principal will receive the purchasing agent's approval and the purchase order will be mailed to the company.

c) A receiving copy and department copy of the purchase order should be sent to your building secretary. A copy will then be forwarded to you for approval. If the initial shipment completes the order, fill out and return the receiving copy to the secretary. If it's a partial shipment, check off the items received, make a copy, sign it, and send the copy to the secretary. When final shipment is received, completing the order, sign and return the original copy to the secretary.

C:12 SAFETY AND SECURITY

The Board of Education of the Grand Island Central School District hereby declares that it is the policy of the School District to provide a safe and secure environment to all those persons, students, staff and visitors, who lawfully enter upon District property or who travel in District vehicles for the purposes of the District.
It shall be the responsibility of the Superintendent to establish and carry out written regulations that will:
a) Identify those staff members who will be responsible for the effective administration of the regulations;
b) Provide staff time and other necessary resources for the effective administration of the regulations;
c) Establish periodic written review of the activities of the staff to ensure compliance with applicable laws and regulations;
d) Provide an on-going mechanism for the effective review of safety and security concerns of the staff, students, and affected public;
e) Comply with Project SAVE (Safe Schools Against Violence in Education Act) requirements.

Hazard Communication Standard

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 directs the Superintendent to develop rules and regulations to insure District implementation of this policy which shall include awareness information, employee training and record keeping.

C:13 SCHOOL VOLUNTEERS

The Board recognizes the need to develop a school volunteer program to support District instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

a) Assist employees in providing more individualization and enrichment of instruction;
b) Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process;
c) Strengthen school/community relations through positive participation.

Volunteers are persons who are willing to donate their time and energies to assist Building Principals, teachers, and other school personnel in implementing various phases of school programs. Volunteers will serve in that capacity without compensation or employee benefits except for liability protection under the District's insurance program.

Administrative regulations will be developed to implement the terms of this policy.

C:14 SELECTION OF INSTRUCTIONAL MATERIALS & RESOURCES

The purpose of instructional materials will 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 will 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 students without disabilities. 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 his/her 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 using the Board Approved Forms or to the Superintendent, Assistant Superintendent for Curriculum, Staff Development, and Human Resources, and the Board of Education will be informed. A committee, designated by the Assistant Superintendent for Curriculum and Instruction 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 Committee will make a recommendation to the Superintendent of Schools. Ultimately, the Superintendent and Board of Education will consider this recommendation in making a final determination.

The term “textbook” shall refer to a book supplied to a student for a fixed period of time for his/her personal use and basic to the study of a subject. The Board of Education will make provision 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 will designate the textbooks to be used. Students will be required to pay for lost books or for excessive damage to books.

C:15 SOLICITATION OF CHARITABLE DONATIONS

School Children

Direct solicitation of charitable donations from children in the District schools on school property during regular school hours must be approved in advance. The following examples are consistent approved fundraising approaches consistent with Board Policy.
a) Fundraising activities which take place off school premises, or outside of regular school hours during before-school or after-school extracurricular periods;

b) Arms-length transactions, where the purchaser receives a consideration for his or her donation. For example, the sale of goods or tickets for concerts or social events, where the proceeds go to charity, will not be prohibited as the purchaser will receive consideration - the concert or social event - for the funds expended;

c) Indirect forms of charitable solicitation on school premises that do not involve coercion, such as placing a bin or collection box in a hallway or other common area for the donation of food, clothing, other goods or money.

The Board will 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.

School Personnel

Soliciting of funds from school personnel by persons or organizations representing public or private organizations will be prohibited. The Superintendent will have the authority to make exceptions to this policy in cases where such solicitation is considered to be in the District's best interest. The Board will be notified of these instances.

Distribution of information about worthwhile area charities may be made through the Office of the Superintendent of Schools as a service to District personnel.

C:16 USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT

School Facilities

It is the policy of the Board to encourage the greatest possible use of school facilities for community-wide activities including those uses permitted by New York State Law. Groups wishing to use the school facilities must secure written permission from the Superintendent or his or her designee and abide by the rules and regulations established for use including restrictions on alcohol, tobacco and drug use. The Superintendent, at his or her discretion, may consult with the Board. Monthly reports may be made to the Board regarding community use of the school facilities.

The District reserves the right to charge a fee for the use of its facilities in a manner consistent with law, and on terms specified in regulation or by agreement with these organizations.

Materials and Equipment

Except when used in connection with or when rented under provisions of Education Law Section 414, school- owned materials or equipment may be used by members of the community, Board members, or by District employees and/or students for school related purposes only. Private or personal use of school-owned materials and equipment is strictly prohibited. The loan of equipment and materials for public purposes that serve the welfare of the community is allowed, as long as the equipment is not needed at that time for school purposes and that the proposed use will not disrupt normal school operations.

The Board will permit school materials and equipment to be loaned to Board or staff members when such use is directly or peripherally related to their District responsibilities and/or employment, and to students when the material and equipment is to be used in connection with their studies or extracurricular activities. Community members will be allowed to use school-owned materials and equipment only for educational purposes that relate to school operations. All individuals will be expected to be familiar with the operation of any equipment they propose to borrow.
The Board will also allow the loan of equipment to local governments and other entities that benefit the welfare of the surrounding community. The Board supports this intermunicipal cooperation as it saves taxpayer monies and is a more efficient use of scarce or costly equipment and resources.

The Superintendent/designee will establish administrative controls to assure the lender's responsibility for, and return of, all such materials and equipment.

C:17 VANDALISM/THEFT

When it is discovered that an act of vandalism has occurred at one of our buildings, the following procedures will be followed:

a) Reporting the vandalism: Depending upon the nature and severity of the vandalism, the building principal, director, manager or supervisor and the Assistant Superintendent for Finance & Support Services will make a determination as to whether or not the police shall be notified. Whenever the vandalism includes the theft of school equipment, the police must be notified of the incident.

b) Building Principal/Director/Manager/Supervisor's responsibility: The building principal, director, manager or supervisor shall prepare a written report which will be forwarded to the Superintendent with a copy to the Assistant Superintendent for Finance & Support Services. The report shall include the following:

1. Date of the vandalism.
2. Name of the person who discovered the vandalism.
3. Estimated time of vandalism.
4. A copy of the police report. (Only applicable if the police are notified.)
5. Description of items vandalized or stolen.
6. A cost estimate of necessary repairs and replacement. The Assistant Superintendent for School Business and Finance & Support Services will assist in determining estimated repair cost.
7. The names and addresses of any person responsible for vandalism.

SECTION D: PERSONNEL

D:1 ABSENCES

Teachers and Teacher Aides will contact the Absence Management Service no later than 6:30 am by going to aesoponline.com. If you have an emergency and need to call after 6:30 am, please call your supervisor or office directly.

All faculty staff, whether a substitute is required or not, must login or call this service and indicate a reason for the absence, where your lesson plans, duty assignments, and any necessary materials are located. When you are absent and decide that you will not be able to return the following day, notify the Absence Management Service as soon as possible.

If you need to be absent for an extended period of time, please refer to your contract for specific procedures. When you are absent and decide that you will not be able to return the following day, notify the Substitute Service as soon as possible. This will assist the school and your substitute.

Clerical, Buildings & Grounds and Transportation staff must contact the principal's or their supervisor's secretary in the event that they are going to be absent.

Personal Business Day forms are available in the Main Office and should be submitted to the principal for approval with advanced notice whenever possible.

Unpaid leaves (i.e. child care) are provided under the collective bargaining agreements or by Board policy. Unpaid health leaves may be requested upon expiration of unpaid sick leave. Unpaid leaves are generally limited to one year in length, except if a one-year extension is approved for the purpose of child care leave. For such a leave, health insurance is not provided unless required by law under the Family/Medical Leave Act.

D:2 AMERICANS WITH DISABILITIES ACT

The Grand Island Central School District is committed to providing equal opportunity and reasonable accommodations to employees with disabilities. Grand Island School District complies with the Americans with Disabilities Act and all other applicable federal, state, and local laws regarding disability discrimination and accommodation.

Reasonable accommodations are available for the known physical or mental limitations of qualified employees with disabilities. An employee is qualified if they can perform essential job functions with or without reasonable accommodation.
The Grand Island Central School District will actively engage in an interactive process with employees who request accommodations to determine what, if any, accommodation can be provided. Grand Island Central School District aims to process requests for accommodations in a prompt and efficient manner. Employees can request accommodations by contacting Human Resources. The following procedures will be followed:

- Contact personnel to request an accommodation - requested paperwork will be sent to employee
- Paperwork will be returned with medical information or doctor prescription
- Meeting with employee to discuss accommodations (if necessary, or employee will be sent to district physician if necessary or HIPPA form may be signed for the district to speak with the employee's physician)
- Director of Human Resources & Staff Development will review the request and accommodations and determine if they are reasonable based upon the essential functions of the job
- Personnel will communicate with the employee either denying or approving the request
- A letter outlining the accommodations will be sent to the employee, copied to the building principal/supervisor and facilities/technology, etc.
- An annual review of requests will be held (as needed) to determine if this is still a life-altering disability

D:3 BARGAINING UNITS AND UNION ACTIVITIES

Grand Island School Related Professionals (GISRP)

This unit covers all certified and uncertified staff including clerical, nurses, food service, instructional technology, teacher aides, school monitors, buildings & grounds, transportation, and auto mechanic employees.

Grand Island Teachers' Association (GITA)

This unit covers all instructional faculty including teachers, counselors, social workers, school psychologists, and teaching assistants.

Grand Island Administrator & Supervisor Council (GIASC)

This unit covers all building administrators, directors, and other area supervisors (transportation, buildings & grounds, and food services).

Union Activity in General

Except as provided by law or collective bargaining agreement, work time is not to be used to conduct union business or promote activity.

The bargaining units in the District, pursuant to section 209-1 of Civil Service Law, shall not interfere with, restrain or coerce any employees in exercising their individual or collective rights in accordance with article 14 of the Civil Service Law (i.e. Taylor Law).

D:4 BLOOD DONATION LEAVE

New York State Labor Law Section 202-j provides leave time to employees for the purpose of donating blood. Leave granted to employees for off-premises blood donation is not paid leave.

Leave for off-premises donation shall be subject to the following:

a) Employees taking leave for off-premises blood donation shall be permitted at least one leave period per calendar year of three hours duration during the employee's regular work schedule.
b) Off-premises blood donation leave does not accrue if it is not used during the calendar year.

As an alternative, the high school holds blood drives during the school year. An employee who wishes to donate blood at a blood drive held at the high school may do so without loss of pay or without charge to any accrued leave-time.

D:5 CANCER SCREENING LEAVE

Effective March 18, 2018, Civil Service Law Section 159-b was amended by broadening the scope of that provision so that it will apply to all cancer screenings. The law allows school district employees to absent themselves for up to four hours on an annual basis (one four hour period annually between 7/1 and 6/30) to undergo screening for any type of cancer.

The Grand Island School District fully supports preventive health practices and encourages its employees to follow established guidelines for screening as recommended by an individual's personal physician. In addition, employees are asked to consider the impact of their absence on the educational program and to schedule screenings at a time which is least disruptive. Employees may wish to schedule appointments during non-work hours or vacation periods.

To facilitate the process of excusing yourself from work, it will be necessary to submit verification from the provider used in the screening process. Absences are entered as "sick" in the Aesop Management System by the employee. Once personnel receive the verification letter, the sick ½ day will be converted to a "cancer screening" day.

D:6 COMPLAINTS AND GRIEVANCES BY EMPLOYEES

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. The District shall provide at least two procedural stages and an appellate stage for the settlement of any grievance. Complaints or grievances not covered under employee contracts shall be handled and resolved, whenever possible, as close to their origin as possible. The Superintendent is responsible for implementing regulations for the redress of complaints or grievances through proper administrative channels.

Title IX/Section 504, Americans with Disabilities Act, Complaints and Grievances

Additionally the Board shall ensure compliance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Superintendent shall designate a District employee as their Title IX Section 504 Coordinator and shall also designate at least one District employee to coordinate efforts to comply with and carry out the District's responsibilities under the Americans with Disabilities Act. The District shall make available to all interested parties, the name, address, and telephone number of the employee or employees designated pursuant to this paragraph.

The Superintendent shall implement regulations and procedures to resolve complaints of discrimination based on sex or disability and shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by the Americans with Disabilities Act. Prior to the beginning of each school year, the District shall issue an appropriate public announcement which advises students, parents/legal guardians, employees
and the general public of the District's established grievance procedures for resolving complaints under Title IX/Section 504 and the Americans with Disabilities Act. The District's designated compliance officer who coordinates the non-discrimination requirements of Title IX is the Assistant Superintendent of Special Education and Pupil Personnel Services. The District's designated compliance officer who coordinates the non-discrimination requirements of Section 504 of the Rehabilitation Act of 1973 is the Assistant Superintendent of Special Education and Pupil Personnel Services.

D:7 EMPLOYEE ASSISTANCE

In collaboration with District collective bargaining units, the Board of Education provides an Employee Assistance Program (EAP) through Northpointe Council. The major purpose of the program is to assist employees, and their families in obtaining help to resolve personal problems in an effective and confidential manner. The services are free to the employee. These services include help with

- Work and/or personal stress
- Marital and/or family issues
- Relationship issues
- Alcohol and substance abuse
- Depression/anxiety/anger
- Grief and loss issues
- Legal consultation
- Financial consultation
- Elder care consultation
- Child care consultation
- Vocational counseling

Your EAP is easy to access. Employees and/or household members can call to arrange an appointment and receive services through Northpointe Council.

For more information about your EAP, view the Northpointe Council website at https://www.northpointecouncil.org.

D:8 EMPLOYEE PERSONNEL RECORD AND RELEASE OF INFORMATION

Personnel Records

The Board of Education directs the Superintendent to maintain a personnel file for each teacher, administrator and support staff member employed by the District.

The Board also directs the Superintendent to maintain regulations and procedures governing the inspection by District employees of their personnel files.

Release of Personal Information

All steps shall be taken to protect the privacy of the employees of the Board of Education. To ensure the individual's privacy, directory or confidential information should not be shared with a third party except in the following situations:

a) When members of the Board of Education need information from the employees personnel record to aid them in performing their legal responsibilities in such matters as appointments, assignments, promotion, demotions, remuneration, discipline, dismissal or to aid in the development and implementation of personnel policies
b) When the employees grant permission
c) When the third party needs to contact a particular staff member in case of an emergency during non-school hours

Procedures for obtaining consent for release of records to third parties shall be developed by the administration.

Release of Information Concerning Former Employees

The District shall not release information concerning the employment records, personnel file or past performance of a former employee, unless such information is required to be disclosed by law. Only the initial and final dates of employment and the position held shall be provided through a written request. The former employee may authorize the release of any additional information.

D:9 FAMILY AND MEDICAL LEAVE ACT

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 in a twelve- month period as determined by the District. The District reserves the right to enact FMLA should the employee qualify for leave and run the leave concurrently with any time accruals guaranteed to the employee. The District will compute the twelve-month period according to the following time frame: a "rolling" twelve-month period will be used that is measured backward from the date an employee uses any FMLA leave.

Employees are "eligible" if they have been employed by the District for at least twelve (12) months and for at least 1,250 hours of service during the previous twelve-month period. Full-time teachers are deemed to meet the 1,250 hour test. The law covers both full-time and part-time employees.

Qualified employees may be granted leave for one (1) or more of the following reasons:

a) The birth of a child and care for the infant;
b) Adoption of a child and care for the infant;
c) The placement with the employee of a child in foster care;
d) To care for a spouse, child or parent who has a serious health condition as defined by the FMLA;
e) A serious health condition of the employee, as defined by the FMLA, that prevents the employee from performing his/her job;
f) Leave for the birth or adoption of a child or the placement of a child with the employee for foster care must be taken within twelve (12) months of the birth or placement.

At the Board of Education's or employee's option, certain types of paid leave may be substituted for unpaid leave.

An employee on FMLA leave is also entitled to have health benefits maintained while on leave. If an employee was paying all or part of the premium payments prior to leave, the employee will continue to pay his/her share during the leave period.

In most instances, an employee has a right to return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave according to the current collective bargaining agreement.

The Board of Education has a right to thirty (30) days advance notice from the employee where practicable. In addition, the Board may require an employee to submit certification from a health care provider to substantiate that the leave is due to the serious health condition of the employee or the employee's immediate family member. Failure to comply with these requirements may result in the denial of FMLA leave. The Board may also require that an employee present a certification of fitness to return to work when the absence was caused by the employee's serious health condition. The Board of Education has the right to deny restoration to employment if the employee does not furnish the certificate of fitness.

A notice which explains the FMLA's provisions and provides information concerning the procedures for filing complaints of violations of the FMLA shall be posted in each school building.

Administration is directed to develop regulations to implement this policy, informing employees of their rights and responsibilities under the FMLA.

D:10 FINGERPRINTING

For the purposes of a criminal history check, 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. Fingerprinting must be conducted by IDENTOGO and will be set up through Human Resources prior to board approval.

D:11 FRINGE BENEFITS AVAILABLE THROUGH THE SCHOOL DISTRICT

For more detailed information, contact the Personnel Office at (716) 773-8803.

A. Membership in either the New York State Teachers' Retirement System or the New York State Employees' Retirement System – For full-time teacher and 12-month non-instructional staff, membership is mandatory. For others, i.e. part-time and substitute employees, membership is optional. Membership requires a 3% contribution from all employees who have joined the system since July 27, 1976. The 3% payment ceases upon 10 years of membership. Effective January 1, 2010, an employee joining the New York State Teachers' Retirement System will contribute 3.5 % of salary throughout active membership; an employee joining the New York State Employees' Retirement System will contribute 2% throughout active membership. Any Tier 6 employees will pay a 3% rate.

B. Tax Sheltered Annuity – 403b Plans – A supplement to your retirement planning, allows you to contribute to an annuity in pre-tax dollars. Contributions and earnings are tax free until you begin making withdrawals, generally no earlier than age 59 1/2.
Payroll deductions may be made when authorized by employees. Plans currently available through the school include:

AXA Equitable Life Insurance Company
FTJ/Fundchoice Inc.
Foresters Financial (First Investors)
Invesco Oppenheimer Funds
Metropolitan Life Insurance Co. (MetLife)
Plan Members Services Corp.
ROTH - Legend Group/ADSERV
ROTH - PlanMember Services Corp.
ROTH - SGROI Financial, LLC.
SGROI Financial, LLC.
The Legend Group/ADSERV
Voya Financial (Natl NY)

C. New York State's Deferred Compensation Plan – In addition to the New York State Retirement System, and the ability to invest in a tax sheltered annuity (403b Plan), another method of investing for retirement exists. This plan is the New York State Deferred Compensation Plan, which is commonly referred to as a 457 Plan. The plan consists of 32 investment options that include options in each major asset class, a Stable Income Fund, and Life Cycle Funds. In many respects, a 457 Plan is very similar to a 403b Plan. For further information, contact Mark J. Wallace, account executive. He has a local office and his telephone number is 1-800-422-8463 extension 44397.

D. A Flexible benefit Plan (Section 125 Plan) which allows you to pay for your health insurance premiums, out-of-pocket medical expenses and dependent child care expenses with tax-free dollars.

1. Health insurance Premiums – There is no difference in the amount deducted from your paycheck. Grand Island Central Schools will continue to withhold your share of the insurance premiums, and remit them together with the portion we pay to the insurance company. The difference is that now you will pay NO TAXES on your share of the premiums.
2. Eligible Out-of-Pocket Medical Expenses (i.e. Deductible, Co-Payments, etc.) – Reimbursements will be paid out monthly for any claims that are received. Claim forms must be accompanied by a receipt from the service provider with the dates of service clearly stated. You pay NO TAXES on the amount you set aside to pay for these expenses.
3. Eligible Dependent Care Expenses – If both you and your spouse work, dependent care expenses may be paid through this account. Qualifying dependent care expenses include expenses necessary for you and your spouse to be gainfully employed, such as:

- Expenses paid to a dependent care center
- Expenses paid for care of a dependent under age 13
- Expenses paid for care of another dependent who is physically or mentally incapable of caring for him/herself
- You pay NO TAXES on the amounts you set aside for dependent care expenses

The Plan Year is July 1 through June 30. All employees are eligible to enroll in the Flexible Benefit Plan. Each year employees who choose to participate in the plan will be asked to complete a new enrollment form. Employees who fail to submit the required enrollment form prior to the deadline set each year will be excluded from the plan during that plan year, except under certain limited situations. If you have any questions regarding this plan, please call the Personnel Office at (716) 773-8803.

E. Health insurance benefits are based on an employee's negotiating unit. Administrators, teachers, and non-instructional staff are offered Independent Health. Employee contributions vary depending upon various considerations, i.e. negotiating unit, full-time/part-time status, premium cost, etc.

The monthly premiums are deducted from approximately every bi-weekly paycheck. For those employees who do not work in July or August, a larger deduction is made throughout the year in order to extend coverage to September 1.

Please call the Personnel Office with any questions regarding health insurance.

F. Dental Plans – Plans are provided in accordance with the negotiated agreement in force.

G. Direct Payroll Deposit – This is a mandatory method of payment available to all employees. Nearly all banks and many credit unions participate.

- You may have more than one account (i.e. savings and checking) per person. These do not have to be at the same institution.
- Due to computer test run requirements needed to verify your information, direct deposit may not take place for up to two pay periods from the date we receive your form.
- With this system, funds will be available Friday morning. Do not count on money being available earlier than the scheduled pay day.
- Due to intricacies of direct deposit, there may be a time when the direct deposit automatic clearing house wire system is not functioning. In that case, you will be generated a pay check for your

full amount. Therefore, make sure you open your pay envelope to determine if you received direct deposit or the full amount of your check Contact the payroll/personnel office for a direct payroll deposit authorization form.

D:12 HEALTH EXAMINATIONS

The Board reserves the right to request a health examination at any time during employment, at School District expense, in order to determine the physical and mental capacity of an employee to perform his/her duties.

Support staff personnel initially appointed to positions may be requested to obtain physical examinations at the expense of the School District. The physical examination is to be obtained by the school physician.

All bus drivers and substitute bus drivers shall have yearly physical examinations. Each bus driver initially employed by the School District shall have a physical examination not more than four (4) weeks prior to the opening of school in September.

Annual or more frequent examinations of any employee may be required, when, in the judgment of the school physician and the Superintendent, such procedure is deemed necessary.

The final acceptance or rejection of a medical report with reference to the health of an employee lies within the discretion of the Board. The decision of the physician designated by the Board as the determining physician shall take precedence over all other medical advice.

D:13 HEALTH INSURANCE

Health insurance for certified and support staff shall be in accordance with their respective negotiated agreements as previously explained in the Fringe Benefits section.

Continuation of Medical Insurance Coverage at Termination of Employment

Under provisions of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), employees and their dependents are eligible to continue their insurance coverage for up to eighteen (18) months when termination of their insurance is due to a reduction in their hours worked, or upon termination of their employment.

Dependents of employees are eligible to continue their insurance for up to thirty-six (36) months upon occurrence of one of the following events:

a. Death of the covered employee;
b. Divorce or legal separation from the covered employee; or
c. An employee becomes eligible for Medicare and ceases to participate in the employer-sponsored plan; and
d. The dependents of a covered employee reach the maximum age for dependent coverage.

Those who are eligible to continue coverage have up to sixty (60) days to complete the Continuation of Coverage Election Form. They must pay the full cost of their premium plus administrative costs incurred by the District.

D:14 ID BADGES

All employees will be issued Grand Island Central School District ID badges that must be worn at all times while on duty

D:15 LEAVES OF ABSENCE

Personal leaves of absence of more than two weeks duration, other than those stipulated in the current negotiated agreement with the GITA. and GISRP. or in the Family/Medical Leave Act, may be granted by the Board of Education, if recommended by the Superintendent of Schools, and if deemed to be in the best interest of the School District.

Such personal leaves will be granted without pay. Accrual of sick benefits of persons on such leaves will be suspended during such leaves, but such persons may participate in the medical plan at their own expense. Time on such leaves will not be credited for steps of experience on the salary schedule, or seniority. Teachers are reminded that each day (or half-day) of unpaid absence results in a reduction of seniority standing.

D:16 POSTING OF JOB VACANCIES

Instructional and support staff job vacancies shall be posted in all buildings inviting applicants to apply to the Assistant Superintendent of Curriculum, Staff Development, and Human Resources.

The Grand Island School District will attempt to employ qualified personnel for any position. Certification in the area of position will be a prerequisite for consideration, except in cases for which there are extenuating circumstances.

D:17 PROBATION AND TENURE

Probation

Certified staff members shall be appointed by a majority vote of the Board of Education upon recommendation of the Superintendent of Schools.

Administrators in the Grand Island Administrative and Supervisory Council will be appointed to a probationary period of four (4) years. Beginning July of 2020, those who are appointed who have been previously tenured in another district in New York State, or at Grand Island in a different title, would be eligible for a probationary period of three (3) years.

Full-time certified staff members shall be appointed to a probationary period of four (4) years. However the probationary period shall not exceed three (3) years for a member previously appointed to tenure in this or another school district or BOCES within the state, provided the member was not dismissed from

the former district. Up to four (4) semesters of “Jarema Act” credit shall be applied towards probationary service. This is service rendered as a long-term substitute teacher immediately preceding appointment to a probationary position.

During the probationary period, a member shall be given assistance in adjusting to the new position, but the essential qualifications for acceptable performance shall be assumed because of the possession by the member of the required certification or license.

Tenure

Certified staff members who have successfully completed a probationary period in the Grand Island Central School District may be recommended (by the Superintendent of schools) to the Board of Education for tenure appointment. The Board will follow all applicable statutes regarding tenure.

Appointment – Support Staff

The probationary period for all new civil service employees shall be for the maximum period established by the local Civil Service Commission. In most circumstances the period is 26 weeks. The time, place and conditions of employment shall be assigned by the Superintendent of Schools or his designee.

D:18 RESIGNATION OF STAFF MEMBERS

Since the procurement of qualified staff members requires much time, and the abrupt change of staff members in the school organization has the direct effect of weakening the organization; and since, once committed, staff members are depended upon to fulfill their obligations, the Board of Education expects that due notice in fair time be given in all cases of resignation or termination of service. Employees are to refer to their respective negotiated agreements concerning time requirements.

D19: RETIREMENT

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.

NYS Teachers Retirement System Active Members General Information: 1-800-348-7298

NYS Employees Retirement System General Information 1-866-805-0990

D:20 TEACHER CERTIFICATION

In accordance with applicable statutes, Rules of the Board of Regents, and Regulations of the Commissioner of Education, each employee whose employment requires certification or other licensure shall inform the Superintendent of Schools immediately of any change in the status of his/her 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.

The original certificates and/or licenses must be presented for examination and copying in the office of the Superintendent of Schools as soon as they are available to the employee. The copies will be maintained in the Superintendent's files 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.

Whether or not the District verifies an individual's certification or licensure does not waive the responsibility of the employee to maintain what is required for his/her assignment.

D:21 TEMPORARY PERSONNEL

Student Teachers

The Grand Island Central School District cooperates with teacher training institutions in the placement of student teachers to provide them with the best possible student teaching experience. The School District provides student teachers with protection from liability for negligence or other acts resulting in accidental injury to any person, as provided by law.

Substitute Teachers

The Superintendent of Schools shall have the authority to employ substitute teachers, in accordance with the regulations set forth below. The Assistant Superintendent for Curriculum, Staff Development, and Human Resources oversees the activities of all substitute teachers.

A regular salary rate for substitute teaching shall be established by the Board of Education.

A per diem substitute is one who is assigned on a day-to-day basis, to replace a teacher who is absent for a brief or indefinite period.

Short Term Substitute

A regular substitute is defined as one who is assigned to take the place of a regular teacher who is absent for a period of 40 consecutive days or longer; i.e. maternity leave, sabbatical leave, etc. A short term substitute is for a period of less than one year. A regular substitute is expected to perform all the functions of a permanent teacher:

1. A regular substitute will be paid on the lowest step of the regular teachers' salary schedule if he/she is certified in that area..
2. A regular substitute will be appointed for a specific period of time by the Board of Education upon recommendation of the Superintendent of Schools.

LongTerm Substitute

A long term substitute is defined as one who is assigned to take the place of a regular teacher for a period of one full academic year or longer.

1. A long term substitute will be paid on the lowest step of the regular teachers' salary schedule if he/she is certified in that teacher's tenure area..
2. A long term substitute will be appointed for a period of one (1) year by the Board of Education upon recommendation of the Superintendent of Schools.

Extracurricular Class Activities

The Superintendent of Schools may assign personnel to extracurricular class activity positions pending approval by the Board of Education.