

# **WILSON CENTRAL SCHOOL DISTRICT**

## **Employee Handbook**



**Wilson Central School District  
374 Lake Street  
Wilson, NY 14172**

**Updated 2/2/23**

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## **WILSON CENTRAL SCHOOL DISTRICT FOREWORD**

This Employee Handbook is intended to provide a resource on school policies, regulations, and procedures pertaining to the Wilson Central School District. It is hoped that such information will contribute to the smooth and consistent operation of the District.

The policies, regulations, and procedures outlined herein, give direction and provide consistency to our program. The policies may be altered from time to time, as appropriate in the sole and exclusive discretion of the Board/Administrative Staff. Over the summer, the handbook may be updated as deemed necessary and published in September. Any suggestions you have for improving the contents of this handbook should be forwarded in writing by **April 1** to the Superintendent.

Employees are responsible for completely reviewing this employee handbook information, as well as their respective bargaining agreement, if applicable. A thorough understanding of both documents is essential for each employee to meet his/her responsibilities in the Wilson Central School District.

This handbook shall supplement, not supplant, existing law, regulation, policy, or collective bargaining agreement for bargaining unit members. Nothing contained herein shall be interpreted as a binding past practice enforceable under the grievance procedure of any and all collective bargaining agreements. Nothing in this handbook area shall be considered to be a contract or a contract of employment.

## **DISTRICT MISSION AND PHILOSOPHY**

We recognize that to be effective, human beings must work in a spirit of mutual understanding; therefore, we must establish and maintain open lines of communication between students, professional staff, Board of Education and community.

A Philosophy of Education for the Wilson Central School District will enable Board of Education members, administrators, teachers, students, and citizenry to establish directions and priorities for the assignment of resources in order to facilitate student growth and to create an educational setting which will result in positive attitudes toward our school system, and life-long learning. This will be possible only if lines of communication are kept open.

## **ABSENCES FOR RELIGIOUS OBSERVANCES**

Any permanently appointed employee of the Wilson Central School District who is a member of a faith and is obligated by his/her conscience to observe holy days shall be excused from his/her official duties within this school system on the occasion of these observances.

In all such instances, it shall be the duty of the employee, who wishes to be excused, to notify the Superintendent of Schools, in writing, at least five days before such observances so that arrangements can be made for a substitute or for reassignment of personnel to cover his/her duties.

All regular employees, so excused, shall have the option to use a personal, vacation or unpaid day.

Such absences from official duties shall be recognized by the School Board and all Supervisory Personnel as legal holidays in these instances for these persons.

## **ACCEPTABLE USE**

[See Acceptable Use Policy 6410](#)

## **ACCIDENTS**

Any employee sustaining an injury either on school property or at a school- related function at another site, is required to report the incident to the immediate supervisor and to submit the completed original of the form "Employee Incident Report" to his/her immediate supervisor.

### **ACCIDENTS INCURRED BY STAFF**

- 1) Employees are responsible for reporting accidents/injuries to their IMMEDIATE SUPERVISORS/PRINCIPALS and should visit the school nurse immediately or as soon as practical.
- 2) When an employee is unable to continue working due to an injury/accident, the employee must seek immediate medical attention.

### **ACCIDENTS INCURRED BY STUDENTS**

- 1) All accidents to students should be referred to the Health Office for first aid immediately.
- 2) Safety in the classroom should be emphasized and practiced continuously.
- 3) Any accident, no matter how trivial it may seem at the time, should be reported to the Health Office.
- 4) School Athletics - The coach or instructor in charge will be responsible for providing and or seeking of the injured party and completing and submitting the accident report form and notifying the school nurse.
- 5) Teachers are responsible for the safety of the students they are supervising.

## **ADVERTISING**

No employee may promote the interests of any commercial, political, or non- school agency during school/work time without the authorization of the Superintendent of Schools, or a designated administrator. [See Policy 3272 Advertising in the Schools](#)

## **ATTENDANCE**

[See Comprehensive Student Attendance Policy 7110](#)

## **STUDENTS**

### **BUILDING EVACUATIONS DURING AFTER-SCHOOL PROGRAMS**

All those who have made arrangements with the administration to assume the charge for after-school programs, are responsible for reviewing emergency exiting procedures at the onset of such programs.

## **CHILD ABUSE**

All employees are to be knowledgeable of their legal and ethical responsibilities relative to instances of suspected neglect and abuse among students.

[See Policy 7530 Abuse and Maltreatment](#) and  
[Policy 8210 Safety Conditions and Prevention Instruction](#)

## **CLOSINGS: SCHOOL AND EMERGENCY**

### Inclement Weather Procedure

When school is closed or delayed there will be an announcement made over area radio and TV stations. Every effort will be made to make a decision by 6:00 a.m. Occasionally it may be necessary to close school when an emergency occurs or weather conditions worsen.

All school closings or delays will be announced over the following stations: Channel 2, 4, and 7; Spectrum News, Radio WB49, WYRK, WJYE, WECK, WBEN, WLVL, WJLL.

The AM pre-K class will be canceled when there is a two-hour delay.

When school is closed, all related activities, including athletic events, adult education, and student activities will be suspended for that day and evening.

The attendance of personnel shall be governed by the respective collective bargaining agreements.

## **CODE OF ETHICS FOR ALL DISTRICT PERSONNEL**

[See Policy 6110 Code of Ethics for Board Members and All District Personnel](#)

## **CONFERENCES, INSERVICES AND WORKSHOPS**

All employees are encouraged to attend (and report upon) professional growth opportunities that improve instruction and enhance skills related to respective areas of responsibility. In approving such requests the Superintendent is guided by rationale based upon appropriateness with respect to district, building, or departmental goals. All conferences requiring overnight accommodations and/or exceeding \$100.00 must be preapproved by the Board of Education.

[See Policy 6160 Professional Growth/Staff Development Programs](#)

[Conference/Workshop Request Form](#)

## **COPYRIGHTED MATERIALS: USE OF**

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.

[See Policy 8350 Use of Copyrighted Materials](#)

## **CORPORAL PUNISHMENT/EMERGENCY INTERVENTIONS**

Each employee is responsible for understanding that any corporal act against a student must pass the test of "a last resort" - for reasons of self-protection, protection of another person, protection of property, or for the removal of a disruptive student. In the case of such an event, the employee is to report the occurrence to the building administrator; or in the case of a school-related or extracurricular activity, the report is to be made to the administrator in charge of that activity.

[See Policy 7350 Corporal Punishment/Emergency Interventions](#)

## **DISTRIBUTION OF LITERATURE**

Each employee is to be aware that the distribution of pamphlets, booklets, or other printed materials that have not received the permission of the Superintendent is prohibited by the Board of Education.

## **DISTRICT CODE**

For Income Tax purposes the School District code is 708 for residents of the Wilson School District.

## **DRUG AND ALCOHOL FREE WORKPLACE**

The Board of Education has guaranteed that the schools and the school property are to be free from controlled substances. These are defined as those "drugs which are illegal and prescription drugs which are highly addictive" (for which no lawful prescription exists). Each employee is responsible for complying with the Board's policy and for following any administrative regulations regarding controlled substances on school property, or at school-related activities which are not on school property. The Board prohibits any employee from using or distributing alcohol, or to be under its influence during work or at any school-sponsored activity.

[See Policy 6151 Drug-Free Workplace](#)

[See Policy 6150 Alcohol, Tobacco, Drugs, and Other Substances \(Staff\)](#)

## **ELECTRONIC COMMUNICATION DEVICES**

Electronic communication devices shall not be utilized by, or be in the possession of District employees, whether in the school building, or on the school grounds while participating in a school-related activity, or away from the school grounds while participating in a school-related activity, unless the employee receives express approval by the building principal, or the use of such equipment is necessary to the performance of the employee's job functions (i.e. computers, District supplied telephones, facsimiles, etc.)

## **EMPLOYEE ACTIVITIES**

### Political Activities

Each employee has the right as a citizen to engage in political activities. However, the Board of Education requires that school property and school time shall not be used for political purposes.

### Soliciting, Collecting or Selling

Except as may be expressly authorized by the Board of Education or the Superintendent, no employee shall: (1) permit the solicitation or collection of subscriptions or contributions from pupils or their parents in or through the schools except such as are expressly permitted by law; (2) provide the names or addresses of colleagues, pupils, or parents for other than school purposes; (3) accept any gratuity of money or of goods having a substantial value from any pupil or from the parent or guardian of any pupil; (4) permit any commercial advertising to be announced, distributed or otherwise promoted through the schools; unless approved by the administration.

### Tutoring

Because the Constitution of the State of New York states, in effect, that public buildings or property may not be used for private gain, no teacher shall give private instruction of any kind on school property when a charge is made for such instruction.

#### Non-School Employment

No employee shall use school time or facilities for profit in connection with any personal activity outside of the regular school program without the approval of the Board of Education. Any violation of this provision will be held to be willful insubordination.

Employees may accept non-school employment which does not use school time or facilities as long as this employment does not impair the effectiveness of the employee in the position to which he/she is assigned within the School District.

[See Policy 6430 Employee Activities](#)

#### **EMPLOYEE DATA**

Employees are requested to report the following information to the District office:

- 1) Change in marital status
- 2) Addition of a new dependent, by birth/adoption and/or marriage
- 3) A dependent child losing dependent status
- 4) Employee or spouse attaining age 65
- 5) Employee or spouse becomes eligible for Medicare by reason of disability
- 6) Loss of other health insurance coverage (within 30 days) - may be eligible for enrollment under the special enrollment rules.

Employees are requested to keep phone numbers, addresses, and emergency contacts accurate and up to date in the Employee HR Portal.

#### **EMPLOYEE PERSONNEL RECORDS AND RELEASE OF INFORMATION**

Each employee has a personnel file maintained by the School District. To ensure the individual's privacy, directory or confidential information is not shared with a third party except in the following situations:

- 1) When members of the Board of Education need information from the employee's personnel record to aid them in performing their legal responsibilities in such matters as appointments, assignments, promotions, demotions, remuneration, discipline, dismissal or to aid in the development and implementation of personnel policies.
- 2) When the employee grants permission for the release of information.
- 3) When the third party needs to contact a particular staff member in case of an emergency during non-school hours.
- 4) Service of lawful process.

The District does not release information concerning the employment record, 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 are provided through a written response to a written request unless otherwise authorized by the former employee.

[See Policy 6420 Employee Personnel Records and Release of Information](#)

### **EMPLOYMENT OF RELATIVES OF BOARD OF EDUCATION MEMBERS**

The District may not employ any teacher or provisional, probationary or permanent appointment of classified (civil service) staff who is related by blood or marriage to any Board member unless two-thirds of the Board members consent at a Board meeting.

[See Policy 6215 Employment of Relatives of Board of Education Members](#)

### **EMPLOYEE PROTECTION**

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

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

### **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of this District to provide, equal opportunities for employment, retention, and advancement of all people regardless of race, color, creed, national origin, political affiliation, sex, age, veteran or marital status, or disability. Provisions will be provided for the publication and dissemination, internally and externally, of this policy to ensure its availability to interested citizens and groups.

Any citizen or employee seeking additional information or wishing to lodge a complaint should contact the District's Compliance Officer in such matters.

[See also District Policy 6120 Equal Employment Opportunity](#)

### **EQUIPMENT FOR PRIVATE PURPOSES: USE OF SCHOOL**

Equipment or other property owned by the School District is not to be loaned or leased to any individual or organization for private use. "Private use" shall not include a use which is authorized by the Superintendent or his/her designee and determined by him/her to be directly related to the improvement, enhancement, or development of the School District's educational program.

[See Policy 3280 Use of School Facilities, Materials and Equipment](#)

### **EXTRA-CURRICULAR ACTIVITIES**

In order to support the school's instructional program each employee must be aware that the foremost functions of the school are instruction and student learning; and to always act in a manner supportive of those functions; that those foremost school functions are the responsibility of each employee. Eligibility for activities outside of the instructional program is to be based upon standards established by the Board of Education, and by the administration.

### **EYE SAFETY DEVICES**

Every employee, student, and visitor is required to wear industrial quality eye protective devices whenever he or she is participating in or observing a work-related task including an instructional or experimental program in a shop or laboratory involving:

- 1) Hot solids, liquids, or molten metals;
- 2) Milling, sawing, turning, shaping, cutting, drilling, or stamping any solid materials;
- 3) Heat treatment, tempering, or kiln firing of any metal or other materials;
- 4) Gas or electric arc welding;
- 5) Repair or servicing of any vehicle;
- 6) Caustic or explosive chemicals or materials.

Eye safety devices within the meaning of this policy shall include face shields, goggles, safety glasses, welding helmets, hoods, and other specialized equipment meeting the standards of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z87.1, promulgated by the American National Standards, Institute, Inc.

All safety devices are to be properly repaired, cleaned and stored.

### Regulations for Specific Instructional Areas

#### Technology Education Lab

An eye-protective device as supplied by the school shall be worn over the eyes at all times by students, teachers, and visitors except for the following situations:

- 1) During chalkboard lessons.
- 2) While a student is drawing or planning at an approved planning station.
- 3) While welding, brazing, or torch cutting at which times other special eye and face protection is mandated.

#### Elementary Schools

Teachers and students must wear an eye-protective device during lessons and demonstrations involving any situation coming under those listed in the general regulations.

### **EYE SAFETY DEVICES CONT'D**

#### Science Department

- 1) The eye-protective device will be worn at all times by students in chemistry labs.
- 2) The eye-protective device will be worn by all students in all other laboratory situations where:
  - a. The heating of solutions is part of the lab.
  - b. The handling of acids or caustic solutions is part of the lab.
  - c. Cutting, bending, or breaking of glass tubing or plate is part of the lab.
- 3) All teachers will wear eye protective devices in any situations where:
  - a. Any of the above situations are being demonstrated by a teacher for a class.
  - b. A teacher is supervising a class participating in any of the above activities.

Any exceptions to the Regulations for Specific Areas will require the approval of the principal.

[See also Policy 8210 Safety Conditions and Prevention Instruction](#)

### **FAMILY AND MEDICAL LEAVE ACT**

The Board of Education, in accordance with the Family and Medical Leave Act of 1993 (FMLA), allows eligible employees to take unpaid FMLA leave for up to 12 work weeks in a 12-month period as determined by the District. Employees are eligible if they have been employed by the District for at least 12 months and for at least 1,250 hours of service during the previous 12-month period. Full-time teachers meet the 1,250-hour test.

The District uses a "rolling" 12-month period measured backward from the date of any FMLA leave usage to calculate the FMLA leave. In certain cases, FMLA leave may be taken on an intermittent or reduced schedule basis rather than all at once. The entitlement to leave for the birth or placement of a child expires at the end of the 12-month period beginning on the date of the birth or placement.

Any paid leave available to the employee must be taken concurrently with FMLA leave.

An employee on FMLA leave is 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 the right to return to the same position or an equivalent position with equivalent pay, benefits, and working conditions at the conclusion of the leave. The Board of Education has a right to 30 days advance notice of the need for leave from the employee where practicable. In addition, the Board may require an employee to submit certification from a healthcare provider to substantiate that the leave is due to the serious health condition of the employee or the employee's immediate family member. 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 FLMA's provisions and provides information concerning the procedures for filing complaints of violations of the FMLA shall be posted in each school building and [can be viewed by clicking this link](#).

If you need to go out on extended sick leave, please contact Amy Phillips (x152) or Carolyn Oliveri (x121).

[See Policy 6551 Family and Medical Leave Act \(FMLA\)](#)

### **FIELD TRIPS**

The Board of Education recognizes the value of field experiences to be an important ingredient in the total instructional program. Teachers are to follow those procedures determined by the school administration and are to be mindful of informing other employees whose responsibilities are affected by the planning of such experiences for students.

[See Policy 8460 Field Trips](#)

### **FIRE AND EMERGENCY DRILLS**

At the moment a building fire emergency occurs, swift and appropriate action must be undertaken to assure the personal safety of each of the building occupants. This policy provides the guidelines for developing school procedures to assure that all school staff and students will be prepared to act, without confusion or delay, during a fire.

#### General

Any person discovering a fire or smoke condition must immediately sound the fire alarm. This discovery constitutes a fire emergency. There can be no hesitation about making such a decision. There must be no time lost while reporting to, or seeking further direction from, the building administrator or other authority before sounding the alarm.

The alarm must also start the evacuation procedure automatically without the need for official confirmation or direction.

Where a gas leak is discovered the fire alarm system should not be used, as possible sparking or mechanical components of the bell system could cause the gas to explode. In such cases, the main office should be notified by voice immediately and directions to evacuate should be given over the P.A. system.

In the event of a bomb threat, the P.A. system should also be used to initiate building evacuation.

### Preparation

- 1) A planned "command post", an outside area known to all teachers and staff, should be established where the building administrator should go at the sound of the alarm. From this point, the administrator can be quickly available to staff for any necessary decisions.
- 2) Outdoor waiting areas, one or more, should be designated where teachers and students are to gather following the evacuation of the building. Each area must be large enough to accommodate the school population planned for it and must be well away from the building to allow firefighters ample room for their equipment and activity. Such areas must be made familiar to all so that any students separated from class at the time of the alarm will know exactly where to report to be accounted for.
- 3) A plan should be in place to provide for the physical protection of the evacuated building occupants if an extended outside wait is expected. This is necessary as an emergency may occur during a period of wet or freezing weather and occupants should not delay building evacuation to don coats or other outer clothing. Provisions should include the choice of a shelter or go-home direction, as conditions warrant.

### Occupant Action

- 1) Any building occupant, upon discovering a fire or unexplained smoke condition must pull the fire alarm to warn all other building occupants to evacuate the building immediately. If a student, they then must report directly to the assigned class waiting area. If a teacher or other staff person, they must institute the appropriate planned tasks for a fire emergency. Brief descriptions of various staff tasks follow.
- 2) Each teacher in charge of a class must immediately, upon hearing the fire alarm, lead the class out of the building to the outdoor waiting area assigned to the class. Alternate routes to the outdoors must be known and practiced by means of drills. Students must not delay building evacuation for coats or other outer clothing. The teacher should take the class register to the waiting area.

Once at the assigned outdoor area, the teacher should be certain that each student in school on that day is accounted for. If any student is missing at this point, the teacher must inform the building administrator of this so that a building search may be undertaken. Students must be instructed to report directly to their outdoor waiting area if the fire alarm occurs during a time when the student is out of his or her classroom.

- 3) Special activities for teachers and other staff not in direct charge of the evacuation of students:
  - a. Specific instruction and practice must be given to assigned staff (with backup) regarding any specific help for the careful, yet rapid evacuation of persons with disabilities from the building.
  - b. An office staff person (again with backup) must be assigned to properly store or remove designated records from the building.
  - c. Specific staff members should be assigned to monitor building entrances to prohibit entry by unauthorized persons during the fire emergency.
  - d. Only staff with appropriate training should attempt to extinguish a fire. Specific staff members, having volunteered for and received such training, may at the time an alarm is sounded, seek out the fire and attempt extinguishment, using the fire protective equipment normally on hand in school buildings. Staff training should be by professional fire personnel. Any such training must stress the personal safety of the volunteer staff while engaged in fighting a fire still in its incipient stages. What appears to be a "small" fire can become untenable in a matter of minutes, and school fire extinguishers are limited in their capacity. The persons fighting a fire of this nature must know at what point it becomes prudent to retreat. These staff people can be of great assistance to firefighters by directing them to the exact location of the fire immediately upon their arrival on the scene.

Education Law requires twelve drills be conducted each school year, four of which must be lock-down drills. The remaining eight are required to be evacuation drills. Eight of the twelve drills must be completed in the first half of the school year prior to December 31 of each school year.

The local fire department may welcome the opportunity to participate in school fire drills. Fire professionals can often offer suggestions that could speed up building evacuation, improve placement of occupants during drills, or make suggestions that may improve the entire procedure. The presence of fire trucks, and firefighters in turnout gear, also imparts a sense of the seriousness of the exercise.

[See Policy 5683 Fire and Emergency Drills, Bomb Threats, and Bus Emergency Drills](#)

### **GIFTS**

Members of the instructional staff are asked to decline any gift of money or of goods having a substantial value from individual students or parents. Additionally, all business contacts shall be informed that gifts exceeding \$75.00 in value to District employees will be returned or donated to charity.

[See Policy 5230 Acceptance of Gifts, Grants and Bequests to the School District](#)

### **HAZARD COMMUNICATION STANDARD**

The Board of Education recognizes the rights of all personnel to work in a healthy and safe environment that is as free as practicable from recognized hazards and risks to their safety.

Therefore, 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 ensure District implementation of this policy which shall include awareness information, employee training,

and record keeping. For additional information, contact the District's Safety Compliance Officer or the Director of Facilities.

[See Policy 5631 Hazardous Waste and Handling of Toxic Substances](#)

## **HEALTH EXAMINATIONS**

The Superintendent of Schools may require any employee to submit to a medical examination by a physician of his/her choice or a school medical inspector, as determined by the Superintendent, to determine the physical or mental capacity of the employee to perform his/her duties. The employee required to submit to such examination shall be promptly reported to the Superintendent. At any time, the Superintendent may direct any employee to be absent from his/her duties until the report of the findings of the examination is received. All female employees have the right to a female physician or to have another female present if she is being examined by a male doctor.

For policies concerning Infection Control, Communicable Diseases, and AIDS/HIV, refer to the following Board of Education Policies respectively:

[5690 Exposure Control Program](#)

[5691 Communicable Diseases](#)

[5692 Human Immunodeficiency Virus \(HIV\) Related Illnesses](#)

## **HEALTH INSURANCE**

### Open Enrollment

Each employee is responsible for (understanding) his/her own health insurance coverage in accordance with respective negotiated agreements.

### Change in Coverage

Employees must notify the Personnel Office any time there is a change in marital status, the status of dependents, or if the employee or spouse turns age 65. If the District is overcharged because of an employee's failure to make such notification, the employee shall be liable for the amount overcharged.

### Medicare

Employees or retirees and their spouse who attain age 65 must notify the Personnel Office. Failure to make such notification can result in the employee or retiree being charged the difference between the cost of over 65 versus under 65 coverage.

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

- 1) Death of the covered employee; or
- 2) The termination of a parent's employment (for reasons other than misconduct) or reduction in a parent's hours of employment with the Wilson Central School District.
- 3) Divorce or legal separation from the covered employee; or
- 4) An employee becomes eligible for Medicare and ceases to participate in the employer-sponsored plan; or

- 5) 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 and may be requested to pay administrative costs incurred by the District.

Portability and Accountability Act of 1996 - Certificate of Creditable Coverage

Employees and their dependents who wish to request a Certificate of Creditable Coverage must submit their request in writing to the District Office, Requests for a Certificate of Creditable Coverage must be made within 24 months after the individual's coverage under the group health plan ceases.

An Automatic Certificate of Creditable Coverage will be issued to employees and their dependents when a person ceases to be covered under a group health plan and when a person whose coverage has continued under COBRA or other continuation process ceases to be covered under COBRA or other continuation of coverage arrangement.

A Certificate of Creditable Coverage can be issued directly from the Health Insurance Carrier and/or the Employer.

**HUMAN IMMUNODEFICIENCY VIRUS (HIV)- RELATED ILLNESSES**

Employment

No disciplinary action or other adverse personnel action shall be taken against an employee solely because he/she has AIDS or HIV infection. Personnel action may be taken against an employee only if he/she is unable to perform the essential functions of the employee's position, with or without reasonable accommodation.

Testing

No HIV-related testing of any employee can be conducted without the receipt of a written informed consent form signed by the subject of the test (if he/she has the capacity to consent) or a person authorized pursuant to law to consent to health care for the individual unless otherwise authorized or required by a state or federal law.

Penalties

No person who obtains confidential HIV/AIDS-related information shall disclose such information except in strict accordance with current New York State and Federal Law.

[See Policy 5692 Human Immunodeficiency Virus \(HIV\) Related Illnesses](#)

**INFECTION CONTROL PROGRAM**

The District shall establish an infection control program designed to prevent and control exposure to infectious disease. According to the New York State Department of Labor's Division of Safety and Health and OSHA standards, the program shall consist of:

- 1) Guidelines for maintaining a safe, healthy school environment to be followed by staff and students alike.
- 2) Written standard operating procedures for blood/body fluid clean-up.

- 3) Appropriate staff education/training.
- 4) Evaluation of training objectives.
- 5) Documentation of training and any incident of exposure to blood/body fluids.
- 6) A program of medical management to prevent or reduce the risk of pathogens, specifically hepatitis B and IITV.
- 7) Written procedures for the disposal of medical waste.
- 8) 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.
- 9) For additional information contact the Director of Facilities.

### **JOB DESCRIPTIONS**

The duties and responsibilities of each certified position or of each class of positions shall be set forth in job descriptions to be developed by the Superintendent in cooperation with members of the staff. Classified staff job descriptions will be on file in the Personnel Office.

#### **CLERICAL**

Account Clerk  
Duplicating Machine Operator  
Secretary to the Superintendent  
Senior Typist  
Stenographer  
Typist

#### **FACILITIES**

[Custodian](#)  
[Director of Facilities](#)  
[General Repair Person](#)  
[Groundskeeper-Buildings](#)  
[Groundsperson](#)  
[Head Custodian](#)  
[Head Groundsperson](#)  
[Laborer](#)  
[Student Cleaner](#)

#### **FOOD SERVICES**

[Assistant Cook](#)  
[Cook](#)  
[Food Service Director](#)  
[Food Service Helper / Monitor](#)

#### **TEACHER AIDE**

#### **MICROCOMPUTER COORDINATOR**

## **JURY DUTY**

A School District employee called for jury duty shall receive his/her full day's pay from the School District plus mileage from the State. However, no employee shall be entitled to receive the per diem jury duty 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. Judiciary Law Section 521-C

[See Policy 6550 Leaves of Absence](#)

## **KEYS AND KEY FOBS**

### **KEYS**

Most rooms will be unlocked in the morning and locked in the afternoon by the teacher. All rooms must be locked when not in use to provide security for equipment, protect student records, and avoid students gathering in unsupervised settings. Request needed keys from your building administrator.

### **KEY FOBS**

- All key fobs are the property of the Wilson Central School District and must be returned to the Business Office prior to leaving employment.
- Key fobs may not be used to gain access to any area the person is not specifically authorized to enter.
- Key fobs are the responsibility of the employee who signed them out and shall **not** be loaned to a third party.
- Lost or stolen key fobs should be reported to Todd Harmon, Director of Facilities at [tharmon@wilsoncsd.org](mailto:tharmon@wilsoncsd.org) or 751-3240.
- Replacement of a key fob will be assessed as a \$50 replacement fee. If reported within the first 24 hours, consideration will be given for a fee waiver.
- You are only authorized to use your key fob according to the chart below. If you try to gain entry to the building outside of these hours, the building alarm will be triggered and the Sheriff's Office will be notified. You are required to remain on the property until you are cleared by the responding authorities.

#### **Approved Key Fob Entry**

When School is in Session	Monday - Friday	6:30 am - 10:30 pm
During Summer Break	Monday - Friday	6:30 am - 4:00 pm
Weekends, Holidays, or Snow Days	NO ENTRY	NO ENTRY

## **LEAVING SCHOOL DURING WORK HOURS**

In order to allow staff to leave the building during normal work hours for non-work related matters, it is necessary to clearly define this area. Following are the circumstances which will guide this area:

- 1) Prior permission from the Principal or his/her designee and the use of an appropriate sign-out form is required. The sign-out sheet will be kept in the Main Office. Teacher aides, assistants and office staff should also receive approval from their teacher and should be very careful not to leave if their duties are interrupted or if the safety and welfare of the students are in question. Teachers and other immediate supervisors of aides should also take the above caution into consideration when giving their approval.

- 2) When signing out for work or for non-work reasons, please state specifically where you are going so that you can be reached immediately in case of an emergency or for other extenuating reasons.
- 3) Please note that the above guidelines are also in effect during lunchtime.

### **MAILBOXES**

Each classified staff person is assigned a mailbox for the purpose of intra-school communications such as newsletters, bulletins, notes from other staff members, etc. Mailboxes should be checked in the morning and afternoon for mail, magazines, catalogs, etc. Students are not to pick up mail or place information in the mailboxes.

### **MAINTENANCE REQUESTS**

All maintenance requests shall be completed on the web based application, Q Ware, with a link that can be accessed below. Staff will fill in the essential information as directed on the form and submit to the Director of Facilities for approval. The Director of Facilities will send approved requests to the appropriate building head custodian. A file of all dated and completed requests will be maintained by the Director of Facilities.

[Q Ware link](#)

[Q Ware Instructions](#)

### **MATERIALS, SUPPLIES, EQUIPMENT AND TIME**

Materials, supplies, and equipment should be used for school-related activities and not for personal use. School time should not be used to conduct personal business. Equipment, hardware, and software should not be taken from the building without the proper form and prior approval of a building administrator.

All materials and supplies will be delivered as soon as possible after the invoices have been checked. **DO NOT PERSONALLY REMOVE SUCH ITEMS FROM OFFICE OR STORAGE AREAS WITHOUT ADMINISTRATIVE APPROVAL.**

### **MILEAGE REIMBURSEMENT**

Personal vehicles may be used for job-related transportation. Mileage will be reimbursed at the IRS rate established by the Board of Education. To receive reimbursement for mileage the following procedure should be followed:

- 1) Record your mileage on a [Mileage Claim Form](#). Be sure to complete all requested information.
- 2) Submit the Mileage Claim Form to the building office.
- 3) To ensure prompt payment, be certain Mileage Claim Forms are legible, signed, and contain all requested information.
- 4) All questions should be directed to the Building Administrator.

### **ORIENTATION OF NEW EMPLOYEES**

At the time of the initial job interview, pertinent information is explained and questions answered by the Personnel Department and others who interview. Also, after each employee is hired permanently, he/she is to receive the following:

- 1) A copy of the collective bargaining agreement.
- 2) Information related to insurance benefits and claim procedures.
- 3) Pension forms and benefits explained.
- 4) Oath of Allegiance.
- 5) From his/her supervisor, each new employee receives specific work assignments, time schedule, location and procedures for use of supplies and equipment, and other information considered helpful in understanding job expectations to help assure the greatest opportunity for success. Employee handbooks will be made available.

### **PAYROLL DEDUCTIONS AND 403(b) ACCOUNTS (TAX SHELTERED ANNUITIES)**

Payroll deductions may be made when authorized by employees or when required by law or negotiated agreements. All employees are entitled to establish a tax-sheltered annuity, or 403b, where a portion of earnings can be invested pre-tax or post-tax to supplement pensions. 403(b) accounts shall be operated according to law and District guidelines and procedures. More information can be found on the Human Resources Tab on the District Website > Benefits > Tax Sheltered Annuity 403(b). Questions concerning 403(b) accounts and deductions should be directed to Amy Phillips in the Business Office.

### **PROBATIONARY PERIOD**

#### Certified

The probationary period for teachers and administrators is normally four years. Teachers only may be subject to a probationary period of fewer than three years dependent on prior service. The regulations of the Commissioner of Education govern the length of the probationary period. A staff member's appointment may be discontinued at any time during his or her probationary period upon the recommendation of the Superintendent and by a majority vote of the Board. Any person not recommended for tenure appointment will be notified in writing by the Superintendent no later than 60 days before his or her probationary period expires.

[See Policy 6213 Probation and Tenure](#)

#### Civil Service

The probationary period for Civil Service employees is at least 90 days (3 months), up to 365 days (12 months) in accordance with Civil Service Law. The probationary length is set by the Hiring Committee Chair with input from the hiring committee and noted on the New Hire Form that is submitted to the Superintendent of schools. The Probationary period may be extended by a direct supervisor, with a corrective action plan noted on the employee's Probation Evaluation.

### **RETIREMENT**

Retirement requirements and benefits are covered by the law. For additional information, contact the President of your bargaining unit, the Personnel Office, and the New York State

Teachers Retirement System at (518) 557-2914 or the New York State Employees' Retirement System at 1-866-805-0990.

Once retirements (and resignations) are approved by Board of Education action, they will not be rescinded except for good cause.

## **SAFETY**

### General

Staff should report to the main office any unsafe situations found in their building or on the grounds.

## **SCHOOL FACILITIES: USE OF**

All staff wishing to use District buildings or grounds must complete an [Application for Use of School Facilities](#). Completion of this form is necessary when additional or other rooms are to be used which require set-up or offer a possible conflict with use by others; usage is beyond 3:15p.m. or involves a day when students are not in attendance; or, activity is not sanctioned by the Board of Education. Requests are available from the Main Office.

Public and private organizations located within the School District are welcome to utilize school facilities with prior approval of the Board of Education and under the following conditions:

- 1) Use of school facilities by organizations not directly associated with the school program is not to interfere with school sponsored functions.
- 2) Any organization utilizing school facilities must leave area used in the same condition found. If janitorial services are required, compensation will be the responsibility of the organization.
- 3) Destruction of or otherwise damaging of school property, accidental or otherwise, will be the responsibility of said organization.
- 4) Any organization requesting permission to utilize school facilities must have the appropriate accident insurance coverage. The Board of Education will not be liable for any accidents or injuries sustained when school facilities are being utilized by a non-school organization.
- 5) The request form for facilities use must be filled out and be approved prior to activities beginning.
- 6) The use of any alcohol or any substance abuse will void the permission to the facilities.
- 7) Any organization granted permission to use the facilities will provide adequate supervision for their activity.

## **SECURITY**

All faculty members must exercise reasonable precautions in safeguarding confidential lists, faculty meeting minutes, faculty bulletins, faculty ballots, information from guidance, health, psychologist's office, records of marks, pass pads, etc.

## **SEXUAL HARASSMENT AND GENDER NEUTRAL WORKPLACE**

Sexual harassment is not only a violation of law but it is contrary to our District policy on equal employment opportunity. Generally, sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive working environment.

The responsibility for prevention of sexual harassment is shared by all administrators, supervisors, employees, and students. Therefore, every employee and student is expressly forbidden to use implicit or explicit sexual behavior of an unwelcome nature or which seeks to control or influence the employee or student. Similarly, an employee will not make any deliberate offensive comments or gestures or physical contact of a sexual nature toward any other employee or student.

Employees who are sexually harassed by an administrator, supervisor or co-worker should make it clear to the individual that such behavior is unacceptable and should report the occurrence immediately to his or her immediate supervisor or administrator. If the complaint involves the administrator or supervisor, then the matter should be reported to the compliance officer in the District.

Students who are being sexually harassed by an employee or other students should report incidents to the Superintendent.

It is the responsibility of every supervisor and administrator to ensure that any instance of sexual harassment is dealt with promptly, fairly and effectively.

The posting of gender biased materials is prohibited. This includes calendars, cartoons, limericks, etc. which are suggestive or discriminatory. Such a practice does not fit within the concept of a gender neutral workplace. See policies listed below:

[Policy 6121 Sexual Harassment in the Workplace](#) and  
[Policy 7531 Sexual Harassment of Students](#)

### **Sexual Harassment Officers**

Paul Galgovich, High School Principal and Carolyn Oliveri, Business Administrator

[Sexual Harassment in the Workplace Complaint Form](#)

### **Sexual Harassment Training**

Annual Sexual Harassment Training is required by all employees and substitutes of the District.

## Annual Required Training

### **SMOKING/TOBACCO USE - A "SMOKE-FREE ENVIRONMENT"**

Pursuant to federal and state laws, tobacco use shall not be permitted and no person shall use tobacco on school grounds. "School grounds" means any building, structure, 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.

[See Policy 5640 Smoking/Tobacco , and Cannabis \(Marijuana\) Use](#)

### **SOLICITATION OF FUNDS AND SELLING BY STAFF PERSONNEL**

No solicitation or collections shall be made through the Wilson Central School District for any person, private or charitable purposes except with the expressed approval of the Board of Education, or Superintendent of Schools.

[See Policy 3271 Solicitation of Charitable Donations](#)

### **STUDENT DISCIPLINE AND CONDUCT: MAINTAINING**

All personnel employed by the District are responsible for maintaining student discipline and appropriate conduct during school hours or at extracurricular events. See policies below:

[Policy 7350 Corporal Punishment/Emergency Interventions](#)

[Policy 7534 Dignity for all Students](#)

### **STUDENT TEACHERS**

It shall be the policy of the Wilson Central School District to cooperate with teacher training institutions in the placement of student teachers. All arrangements for the placement of student teachers and for making their student teaching experience meaningful shall be made through the Superintendent of Schools.

### **SUBSTANCE ABUSE**

The Wilson Central School District Board of Education recognizes that alcohol/drug abuse and dependency are serious problems that affect our community and society. It further recognizes that the dependency state of chemical use is a primary illness which is preventable and treatable.

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

Our schools have an important role in the early detection of substance use, abuse, and dependency. They have a role in the protection of children and employees from the promotion and sale of alcohol and non-prescribed drugs.

Therefore, no person may use, possess, sell or distribute chemical substances nor may they use or possess drug paraphernalia on school grounds or at school-sponsored events except drugs prescribed by a physician. The term chemical substances refers to all substances including, but not limited to alcohol, hallucinogens, depressants, stimulants, steroids, look-alikes, and

any of those substances referred to as "designer drugs". The inappropriate use of prescription and over-the-counter drugs shall be prohibited. Additionally, the Board of

### **SUBSTANCE ABUSE (Cont'd.)**

Education strictly forbids the use of tobacco (including chewing) by students on school grounds.

Substance abuse and dependency are seen as progressive problems. These problems are primarily the responsibility of the home and the community.

However, schools share in that responsibility because problems related to alcohol/drug use, abuse, and dependency often interfere with behavior, learning, and job performance. Therefore, prevention, intervention, rehabilitation, and disciplinary measures may be necessary.

Prevention measures may include providing age-appropriate, developmentally based drug and alcohol education and prevention programs for students in all grades from early childhood through grade 12, as well as ongoing staff in- service programs.

Intervention programs may include a referral process and assistance for students returning to the school after treatment.

Rehabilitation measures may include referral to in-school counseling services as well as out-patient or in-patient services of community based organizations. Re-entry programs may include support groups, students and/or family counseling services, monitoring programs, and emphasizing positive alternatives to alcohol and other substance use/abuse.

Disciplinary measures for students will range from suspension to expulsion, and referral for prosecution. Staff transgressions will result in disciplinary action up to and including termination and referral for prosecution, in accordance with established disciplinary actions, and consistent with local, state, and federal law. In every instance however, the school will endeavor to support and provide opportunities for help and follow-up services.

The Board of Education is committed to achieving an environment free of chemical abuse or dependency within the student, faculty, and employee population of the District.

This goal cannot be achieved by the schools alone regardless of funding, staff ability or program development. The responsibility for alcohol/drug intervention/prevention program in the school setting shall be shared by the Board of Education, parents, community, school administration, staff and student.

The Board of Education is responsible for:

- 1) Providing age-appropriate, developmentally based drug and alcohol education and prevention programs for students in all grades from early childhood through grade 12.
- 2) Review on a biennial basis the District's Substance Abuse Policies and Programs.

The parent and community are responsible for:

- 1) Supporting the school policies and procedures.

## **SUBSTANCE ABUSE (Cont'd.)**

The administration has the responsibility for:

- 1) Organizing and monitoring any prevention and intervention program.
- 2) Disseminating the policies and procedures to parents, students and employees through handbooks and newsletter.
- 3) Notifying parents, students, and employees, through handbooks and newsletters, that compliance with the policies and procedures is mandatory.
- 4) Making available for distribution to students and employees, a list of local resources for substance abuse counseling and treatment.
- 5) Ongoing staff development for adult school personnel through:
  - a. Superintendent's Conference Days
  - b. Community Resource Agencies

The staff is responsible for:

- 1) Becoming aware of chemical dependency signs and symptoms through participation in ongoing staff development offerings.

The student is responsible for:

- 1) Knowing the school policies and procedures.

In all matters regarding this policy, the District will maintain strict confidentiality as required by state and local law.

See also, Drug and Alcohol Free Workplace above and  
[See Policy 6151 Drug-Free Workplace](#)  
[See Policy 6150 Alcohol, Tobacco, Drugs, and Other Substances \(Staff\)](#)

## **SUPERVISION**

It is extremely important, for the safety of students, that staff be present and on time to all assignments. This includes homeroom, classes, and assigned duties such as bus duty, and hall duty.

Failure of a staff member to be in a reasonable proximity of an assigned duty as scheduled poses a serious safety hazard to students. IT ALSO MAY CONSTITUTE NEGLIGENCE ON THE PART OF THE STAFF MEMBER. For the safety of all students, as well as the prevention of vandalism and the general maintenance of a proper and pleasant environment for all of us, it is very important that all staff be at their appointed places on time.

Where there are situations making it very difficult or impossible for staff to get to their assigned duties on time please notify the main office in a timely manner so that coverage can be arranged.

## **TEACHER CERTIFICATION**

All teaching and administrative staff must be certified by the State Education Department. Completion of all certification requirements is required for initial employment, but a certificate must be obtained by the employer. Each administrator and teacher is required to file copies of all certificates with the Main Office.

See also: [Policy 6212 Certification and Qualifications](#) and [Policy 6212.2 Registration and Professional Development](#)

## **TEACHER-STUDENT TOURS**

No privately sponsored teacher or student tour shall be promoted, advertised, or implemented by the use of school facilities, school communication devices, or personal contact with students or staff at any time on school premises.

## **TELEPHONES: USE OF**

School phones may be used for school matters and urgent personal business. Incoming calls to teachers during the school day will be reported by a message in the mail box unless the call is of an emergency nature. In such a case the teacher shall be notified immediately.

## **THEFT OF SERVICES OR PROPERTY**

The theft of services or property from the District by an employee will result in immediate disciplinary action that can lead to dismissal or other penalty, and shall not preclude the filing of criminal or civil charges by the District. Theft of services shall include the misuse of paid work time for personal benefit or gain or misuse of District property/services such as copier machines, postage, telephones, etc.

## **VANDALISM/THEFT: REPORTING OF**

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

### 1) Reporting the Vandalism

Depending upon the nature and severity of the vandalism, the building principal, director, manager or supervisor and the Superintendent 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.

### 2) Building Principal/Supervisor's and Superintendent's Responsibility

The building principal, supervisor, or superintendent will prepare a written report. This report will include the following:

- a. Date of the vandalism.
- b. Name of person who discovered the vandalism.
- c. Estimated time of vandalism.
- d. A copy of the police report. (Only applicable if the police are notified.)
- e. A description of the vandalism which will include:

1. Description of items vandalized or stolen.
  2. A cost estimate of necessary repairs and replacement. A designated administrator will assist in determining estimated repair cost.
- f. The names and addresses of any person responsible for vandalism.

### **VISITORS TO THE SCHOOL**

All visitors shall be required to report to the main office upon arrival at school and state their business. Visitations to classrooms for any purpose require permission in advance from the building principal in order to allow teachers the opportunity to arrange their schedules to accommodate such requests.

When individual Board members visit the schools, they must abide by the regulations and procedures developed by the administration regarding school visits.

The District utilizes an electronic visitor management system in order to ensure the safety and welfare of its students, staff and guests. Any visitor (parents, guests, Board Members, volunteers, etc.) wishing to enter any school building during school hours must present a valid state or government issued photo ID to be scanned and checked against known sexual offender databases. Once the ID is scanned, a visitor's badge will be printed which must be worn throughout the duration of the visit.

### **VOLUNTEERS: SCHOOL**

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:

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

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

All persons performing volunteer services shall be screened by School Staff.

The Board of Education directs the Superintendent/designee to develop regulations to implement this policy and to periodically inform the Board of the progress of the school volunteer program.

- I) Volunteers are asked to support the District's instructional programs and extracurricular activities.

- 2) A school volunteer is defined as a non-paid person who works on an occasional or regular basis at school sites or other educational facilities. Volunteers may include parents, senior citizens, students and other members of the community.
- 3) The need for volunteer services will be determined by the Superintendent in cooperation with the faculty. Final decision concerning selection, placement and replacement is made by the Superintendent.
- 4) Orientation and in-service training will be provided by appropriate area personnel.
- 5) Volunteers will work under immediate supervision and direction and shall carry out only those duties assigned which have been approved by the building principal or Superintendent.
- 6) Volunteers are expected to comply with all rules and regulations set forth by the District.
- 7) The principal, Superintendent, and faculty shall evaluate the volunteer program, providing an opportunity for volunteers to submit suggestions and to evaluate their rules in the program.
- 8) An accurate and current list of active volunteers shall be maintained by the District Office.
- 9) Volunteers who have proven unsatisfactory will be asked by the Superintendent/designee to discontinue services.

#### **WORKERS' COMPENSATION**

Employees injured in the performance of their duties are covered by Workers' Compensation Insurance. An injured employee shall report work-related injuries immediately to their immediate supervisor and the building school nurse who will be responsible for filing a report with the Superintendent's Office within 24 hours after being notified of the injury.

Benefits shall be in accordance with respective negotiated agreements and state law.