

INSPIRE • CULTIVATE • EMPOWER



**Employee Handbook** 

## Table of Contents

	Please initial
Code of Conduct	
Code of Ethics	
Equal Opportunity and Nondiscrimination	
No Workplace Harassment	
Student Harassment and Bullying Prevention and Intervention	
Drug-Free Workplace	
Smoking/Tobacco Use	
Substitute Teachers	
Employee Activities	
Medicaid Fraud	
Acceptable Use Policy	
Social Media Policy	
Response Card for Building Emergencies	
By signing below, I acknowledge receipt of each of the Whitesboro Ce Policies and New York State regulations listed above.	entral School District Board
	_

## Employee Acknowledgement

I agree to read this Employee Handbook and abide by the standards, policies, and procedures defined or referenced within this document. The Employee Handbook and the Whitesboro Central School District Board Policies can be located throughout the district in the offices of various supervisors and on the district website at <a href="http://www.wboro.org/Page/6780">http://www.wboro.org/Page/6780</a>. The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify or eliminate the information provided within this handbook. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that nothing in this handbook is intended to confer a property interest in my continued employment with the district beyond the term of my current contract (if any). I accept responsibility for contacting my building principal or supervisor if I have any questions, concerns, or need for further explanation. My signature on this form is acknowledgement that I agree that I am legally responsible for payment of any fines or fees charged to the Whitesboro Central School District as a result of non-compliance with our board policies and/or New York State educational law.

Printed name			
Signature			
 Date			

## Harassment and Discrimination Is Prohibited at School

You should never feel that it is not safe to come to school and participate in all school activities. You should never be prevented from concentrating on your schoolwork because another student or a school staff member is teasing you, making fun of you, pushing you around, or threatening you in some way because of race, color, weight, national origin (where your family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex, or for any other reason.

A student may not act toward another student in a way that reasonably might make another student feel threatened or unsafe, or that might reasonably make another student unable to concentrate on their school work, because of race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex, or for any other reason. It is against school rules for any student or school staff member to do this by physical actions or by verbal statements, including electronic messages. This kind of conduct is prohibited on school property, on school buses, and at all school-sponsored events.

Please feel free to contact the Dignity Act Coordinator for your building if you have questions or concerns.

Building	<b>Dignity Act Coordinator</b>	Title	Phone Number	
High School	Jeff Kuhn	Principal	(315) 266-3200	
Middle School Campus	John Egresits	Principal	(315) 266-3100	
Deerfield Elementary	Kelli McGowan	Principal	(315) 266-3410	
Hart's Hill Elementary	Lisa Putnam	Principal	(315) 266-3430	
Marcy Elementary	Eric Rothdiener	Principal	(315) 266-3420	
Westmoreland Road Elementary	Andrea Centro	Principal	(315) 266-3440	