

Documents as they relate to the April 10, 2013 Board of Education meeting.

Policies for First Read and Second Read

First Reading

- Policy 3431 Evaluation of Personnel
- Policy 5400 Principles of Purchasing
- Policy 6120 Alcohol, Drugs and Other Substances (School Personnel)
- Policy 7420 Alcohol, Drugs and Other Substances (Students)
- Policy 7430 Smoking
- Policy 7471 Athletic Code of Conduct
- Policy 7501 Extracurricular Code of Conduct

POLICY	2010	3431
	Community	

Subject: Smoking/Tobacco Use

The Board of Education, recognizing the health hazards associated with Tobacco use and in accordance with Federal and State laws, prohibits the use of tobacco **or any products containing nicotine (this includes electronic or e-cigarettes) within 100 feet of** school grounds and at any school sponsored event. For the purposes of this policy, “school grounds” means any building, structure, and surrounding outdoor grounds contained within the District’s pre-school, nursery school, elementary or secondary school’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.

In compliance with the NYS Clean Indoor Air Act, the District will prominently post this policy in District buildings and supply a copy upon request to any current or prospective employee. The District will also designate a school official to tell individuals who smoke in a nonsmoking area that they are in violation of Article 13-E of the State Public Health Law and the Federal Pro-Children Act of 1994.

Approved: Board of Education
November 9, 1994

Approved: Board of Education
January 8, 2003

Approved: Board of Education
June 13, 2007

Approved: Board of Education
January 14, 2009

Approved: Board of Education
January 13, 2010

<h1>POLICY</h1>	2011	5400
	Business Operations	

Subject: Principles of Purchasing

The Board subscribes to the following principles of purchasing:

- a) Requisitions - All purchases initiated by personnel and/or School Board Members shall follow the procedures for requisitions and purchases. The requisition is a formal written request from a person in the school system for the purchase of supplies or equipment. It should be remembered that the requisition is a request and not a guarantee that a purchase will actually be made.
- b) The Purchase Order - The purchase order is a document which authorizes a vendor to deliver described merchandise or materials at a specified price.
- c) Procedures - Procedures shall be developed and administered by the School Business Official for the requisitioning, purchasing, receipt, and distribution of the supplies and equipment.
- d) Competitive bids or quotations shall be solicited in connection with all purchasing whenever possible. Contracts shall be awarded to the lowest responsible bidder complying with specifications and with other stipulated bidding conditions.
- e) All purchase contracts for materials, equipment, or supplies involving an annual expenditure of over \$20,000 and all public work contracts involving over \$35,000 shall be awarded on the basis of public advertising and competitive bidding. The School Business Official or District Clerk is authorized to open bids and record the same, pursuant to law.
- f) **Effective January 27, 2012, General Municipal Law (GML) Section 103 was amended to permit a school district or BOCES to award purchase contracts in excess of \$20,000 on the basis of "best value", rather than on the basis of the lowest responsible bid. The Board of Education must adopt a resolution at a public meeting authorizing the award of bids based on "best value."**
- g) **On August 1, 2012, General Municipal Law (GML) Section 103 was amended to allow school districts to purchase certain goods and services (apparatus, materials, equipment and supplies) through the use of contracts let by the United States or any agency thereof, any state, and any county, political subdivision or district of any state. The amendment authorizes school districts and BOCES to "piggyback" on contracts let by outside governmental agencies**

<h1>POLICY</h1>	2011	5400
	Business Operations	

Subject: Principles of Purchasing (Continued)

- h) In accordance with law, the District shall give preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats. The term “alternate format” shall mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the District (or program of BOCES), including but not limited to Braille, large print, open and closed captioned, audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.
- i) For purchases not subject to bid nor purchased through the State Contracts of the Division of Standard and Purchases, the following process should be adhered to unless there are extenuating circumstances.

Amount of purchase	Process
Between \$0 and \$5,000	Discretionary
Between \$5,000 and \$20,000	2 quotes (must be written) minimum

Commissioner’s Regulations 170.2

Approved: Board of Education
December 19, 2001

Approved: Board of Education
September 11, 2002

Approved: Board of Education
November 15, 2006

Approved: Board of Education
Februar

Form 5400

**Williamson Central School District
Annual Disclosure of Significant Financial Interests and Obligations**

I, the undersigned Trustee of Williamson Central School District, hereby state that to the best of my knowledge, except as disclosed below:

Neither I nor any member of my family (meaning my spouse, parents, siblings or children) holds any office, directorship or employment, or has any personal financial interest, directly or indirectly, in any corporation, partnership or other entity that transacts business with Williamson Central School District, its trustees or affiliates.

I, as an individual, do not transact any business, directly or indirectly, with Williamson Central School District, its trustees or affiliates.

No member of my family is employed by or transacts business, directly or indirectly, with Williamson Central School District, its trustees or affiliates.

Neither I nor any member of my family has, directly or indirectly, (i) any investment in any non-publicly traded corporation, partnership or other entity in which the Williamson Central School District, its trustees or affiliates has an investment, or in any corporation, partnership or other entity in which the Williamson Central School District, its trustees or affiliates has a controlling interest, or (ii) an ownership interest of 5% or more in any entity in which the Williamson Central School District, its trustees or affiliates has an investment.

Exceptions:

I am an employee, trustee, director, officer, agent for or proprietor of, or hold a controlling interest in, the following for-profit and not-for-profit organizations:

I agree that if there should arise any situation of which I am aware that is in any way contradictory of the above statements, I will immediately notify the Williamson Central School District Board of Education of any conflict, actual or potential, and will make a full public, written disclosure. I agree further that if it is determined that a potential conflict of interest exists in relation to any transaction or other business relationship, I shall comply with the Williamson Central School District Conflict of Interest Policy and Code of Ethics for Board Members in connection therewith.

Date

Signature

Printed Name

<h1>POLICY</h1>	2012	6120
	Personnel	

Subject: Alcohol, Drugs and Other Substances (School Personnel)

The Board of Education, recognizing that students are often influenced by teachers and other members of a school's staff, impresses upon staff members the importance of maintaining a high level of professionalism appropriate to their position, which, in turn, shall set a positive example for students.

Williamson Central School is a drug-free school zone. Therefore, the consumption, sharing and/or selling, use and/or possession of illegal drugs, synthetic substitutes, counterfeit and designer drugs, alcoholic beverages or tobacco use in the workplace or at any school sponsored event, is not tolerated **nor permitted within 100 feet of the entrances, exits or outdoor areas of any public or private educational institution's legally defined boundaries.**

Information about any drug and alcohol counseling and/or rehabilitation programs shall be made available to employees. Data will also include the range of penalties, (consistent with local, state and federal law), up to and including termination of employment and referral for prosecution that will be imposed on employees who have transgressed the terms of this policy.

Additionally, confidentiality shall be insured as required by state and federal law.

Education Law Sections 913, 1711(5)(3), and 3020-a; Civil Service Law Section 75
Penal Law 220.44

Approved: Board of Education
January 22, 2003

Approved: Board of Education
June 13, 2007

Approved: Board of Education
April 27, 2011

Approved: Board of Education
December 14, 2011

Approved: Board of Education
August 8, 2012

<h1>POLICY</h1>	2013	6240
	Personnel	

SUBJECT: Evaluation of Personnel

The Williamson Central School District is committed to supporting the development of effective teachers and administrators. To this end, the District shall provide procedures for the evaluation of all professional staff. District plans for Annual Professional Performance Review (APPR) of teachers and Principals shall be developed in accordance with applicable laws, Commissioner's Regulations, and Rules of the Board of Regents.

The primary purposes of these evaluations are:

- a) To encourage and promote improved performance;
- b) To guide professional development efforts; and
- c) To provide a basis for evaluative judgments by applicable school officials.

APPR Ratings

For those teachers and Principals subject to Education Law 3012-c, the Annual Professional Performance Review (APPR) will result in a single composite effectiveness score and final quality rating of "highly effective," "effective," "developing," or "ineffective." The composite score will be determined as follows:

- a) 20% - student growth on state assessments or other comparable measures of student growth (increases to 25% upon implementation of a value-added growth model);
- b) 20% - locally selected measures of student growth or achievement that are determined to be rigorous and comparable across classrooms as defined by the Commissioner (decreases to 15% upon implementation of a value-added growth model); and
- c) 60% - other measures of teacher/Principal effectiveness consistent with standards prescribed by the Commissioner in regulation.

The ratings scale based on composite scores has been established as follows:

- a) Highly Effective = composite effectiveness score of 91-100
- b) Effective = composite effectiveness score of 75-90
- c) Developing = composite effectiveness score of 65-74

<h1>POLICY</h1>	2012	7420
	Students	

Subject: Alcohol, Drugs, Tobacco and Other Substances (Students)

The Board of Education recognizes that the misuse of alcohol, drugs, tobacco and/or other substances (inhaled, injected, or otherwise ingested) is a serious problem with legal, physical, emotional and social implications for the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, illegal drugs, synthetic substitutes, counterfeit and designer drugs, or paraphernalia for the use of all above-named substances is prohibited at any school-sponsored event **or within 100 feet of the entrances, exits or outdoor areas of any public or private educational institution's legally defined boundaries.** The inappropriate use of prescription and over-the-counter drugs shall also be disallowed. Persons shall be banned from entering school grounds or school-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or any above-named substance. School administrators and/or designees who have been trained may use an alco-sensor when reasonable suspicion of alcohol use exists.

Through the collaborative efforts of staff, students, parents/legal guardians and the community as a whole, a certifiable comprehensive program shall be developed addressing alcohol and other substances to include the following elements:

- a) An age-appropriate drug and alcohol prevention education program for students in all grades from early childhood level through grade 12;
- b) Intervention, to eliminate any existing use/abuse and provide support services to all students from early childhood level through grade 12 considered to be at risk for use/abuse;
- c) Standards of conduct and appropriate disciplinary measures for both students and staff within the framework of the District discipline policy and applicable New York State Law;
- d) Ongoing training of District staff about the components of an effective program;
- e) Implementation, dissemination and monitoring of District policy and regulation on alcohol and other substances.

POLICY	2012	7420
	Students	

Subject: Alcohol, Drugs, Tobacco and Other Substances (Students) (Cont'd)

The Board strongly encourages any student using alcohol or drugs to discuss the matter with his/her parents or any school staff member. Students who disclose past alcohol or drug use shall not be punished or disciplined for past use if they agree to a drug and alcohol evaluation and any follow-up treatment that is recommended.

Drug Free Schools and Communities Act
 Amendment of 1989
 (Public Law 100-226)

Approved: Board of Education
 August 22, 1990

Approved: Board of Education
 November 19, 2003

Approved: Board of Education
 March 26, 2008

Approved: Board of Education
 December 3, 2008

Approved: Board of Education
 December 14, 2011

Approved: Board of Education
 September 12, 2012

POLICY	2012	7430
	Students	

Subject: Smoking

Students are not permitted to smoke in the school building, **or within 100 feet of the entrances, exits or outdoor areas of any public or private educational institution's legally defined boundaries**, on school buses, or at school sponsored functions or activities.

Approved: Board of Education
December 16, 1998

Approved: Board of Education
March 26, 2008

Approved: Board of Education
September 12, 2012

<h1>POLICY</h1>	2012	7471
	Students	

Subject: Athletic Code of Conduct

The Board of Education and coaching staff recognize the value of strict conduct and training regulations for our athletes. The rules and regulations found here will be strictly enforced and student athletes will be subject to the listed penalties and consequences.

Code of Ethics and Rules for Athletes

A. Controlled Substances

Student athletes shall not use, sell, possess or be in the presence of illegal substances or any substance that causes an altered mental state and is not prescribed by a physician or the illegal consumption of alcohol during the sports season. A sports season is defined as the first day of practice through the final game, including tournament play.

First Offense: Suspension from the team, loss of eligibility for 15 school weeks for participation in interscholastic athletics, loss of athletic award from that sport season. If there are not 15 school weeks left in the season, the suspension will carry over into the athlete’s next sports season.

A student may be reinstated prior to 15 school weeks by accepting the following optional program:

Submitting to an assessment procedure at a recognized (as determined by the administration and athletic director) substance abuse treatment center at the student’s expense. If the center recommends, the student will enroll into the prescribed treatment program and all follow-up treatment (at the student’s expense). Failing to complete the program and/or dropping out of the prescribed follow-up treatment will void early reinstatement. The student athlete may return to participation at the discretion of the Athletic Director and Superintendent.

Second Offense (any second violation committed while the student athlete is a member of an athletic team during a sports season throughout the athlete’s Junior High/Senior High career): Suspension from the team, loss of eligibility for one calendar year, loss of athletic award from that sports season.

POLICY	2012	7471
	Students	

Subject: Athletic Code of Conduct (Continued)

A student may be reinstated after a 15 school-week period by accepting the following optional program:

Submitting to an assessment procedure at a recognized (as determined by the administration and athletic director) substance abuse treatment center at the student's expense. If the center recommends, the student will enroll in the prescribed treatment program and all follow-up treatment (at the student's expense). Failing to complete the program and/or dropping out of the prescribed follow-up treatment will void early reinstatement. The student athlete may return to participation after 15 school weeks if and/or when the agency indicates that he/she is making significant progress.

Third Offense (third violation committed while the student athlete is a member of an athletic team during a sports season throughout the athlete's Junior High/Senior High career): Suspension from the team, loss of athletic award from that sport season, and review of the student's eligibility.

A committee comprised of an administrator, athletic director, a coaching staff member, a school counselor, a building safety committee member, and a parent will review each case. This committee can terminate eligibility or set conditions for readmission to interscholastic athletic participation. Any readmission to the interscholastic program must include mandatory counseling and/or treatment (at the student's expense) as prescribed by the committee.

B. Smoking

There will be no smoking or use of tobacco substances during the sports season. **Smoking or tobacco use is not permitted within 100 feet of the entrances, exits, or outdoor areas of any public or private educational institution's legally defined boundaries.** A sports season is defined as the first day of practice through the final game, including tournament play.

<h1>POLICY</h1>	2012	7471
	Students	

Subject: Athletic Code of Conduct (Continued)

Violation of this rule will result in the following:

1. First Offense: suspension from the team for four athletic contests. If the season does not have four athletic contests remaining, the suspension will carry over into the athlete's next sports season.
2. Second Offense: suspension from the team, loss of eligibility for 15 school weeks (10 weeks for Junior High) for participation in the next athletic season, loss of letter. If there are not 15 school weeks left in the season, the suspension will carry over into the athlete's next sports season.

Note: Carry Over Rule: If the suspension is a carry over, from one season to the next, the athlete is allowed a 3-day try-out period for the next seasons sport and then the suspension continues until its completion, Also, a suspension will be carried over from one school year to another (spring season to fall season).

C. Conduct

An action unbecoming to an athlete or team during a sports season, such as initiating a fight; unsportsmanlike conduct, gestures to officials, crowds, coaches; harassment; malicious mischief, etc., is subject to the following penalties:

1. First Offense
 - a. Minimum: one game suspension and practices included therein
 - b. Maximum: four game suspension and practices included therein
2. Second Offense
 - a. Minimum: four game suspension and practices included therein
 - b. Maximum: suspension from the team, loss of eligibility for 15 school weeks (10 for Jr. High) for participation in the next athletic season, loss of letter.

POLICY	2012	7471
	Students	

Subject: Athletic Code of Conduct (Continued)

Note: Carry over rule applies. Individual cases should be judged by the coach and athletic director as to determine the course of action (minimum or maximum penalty).

Approved: Board of Education
March 22, 2006

Approved: Board of Education
November 15, 2006

Approved: Board of Education
March 26, 2008

Approved: Board of Education
September 12, 2012

<h1>POLICY</h1>	2012	7501
	Students	

Subject: Extracurricular Activity Code of Conduct

The Board of Education believes that student activities sponsored by the school district are a vital part of the total educational program and should be used as a means of developing social interactions, as well as knowledge and skills. Extracurricular activities are school-sponsored activities that are not directly related to instruction of the essential elements, but that may have an indirect relation to some areas of the curriculum. They offer worthwhile and significant contributions to a student’s personal, physical and social development. All students who participate in extracurricular activities are subject to this Code of Conduct. Athletes are subject to the Athletic Code of Conduct.

Any extra curricular activity that extends beyond the school day on an on-going basis is covered under this policy. Student groups that meet during school hours are exempt from coverage under the eligibility policy, as well as one time activities of clubs that extend beyond the school day. For school drama or musical productions, if the student actor, director, etc. becomes ineligible four weeks prior to the production, he/she remains eligible through the end of the production as long as the student agrees to an evaluation (for A and B below).

Code of Ethics and Rules for Extracurricular Activities

A. Controlled Substances

Students shall not use, sell, possess or be in the presence of controlled substances or any substance that causes an altered mental state and is not prescribed by a physician or the illegal consumption of alcohol during the term of the extra-curricular activity. A term is defined as the first day of the activity through the final day of the activity.

Offense: Suspension from the activity, loss of eligibility for 15 school weeks for participation in the extra-curricular activity.

A student may be reinstated prior to 15 school weeks by accepting the following optional program:

Submitting to an assessment procedure at a recognized (as determined by the administration) substance abuse treatment center at the student’s expense. If the center recommends, the student will enroll into the prescribed treatment program and all follow-up treatment (at the student’s expense).

<h1>POLICY</h1>	2012	7501
	Students	

Subject: Extracurricular Activity Code of Conduct (Continued)

Failing to complete the program and/or dropping out of the prescribed follow-up treatment will void early reinstatement. The student may return to participation at the discretion of the Building Administrator and Superintendent.

B. Smoking

There will be no smoking or use of tobacco substances during the term of the extra-curricular activity. **Smoking or use of tobacco is not permitted within 100 feet of the entrances, exits or outdoor areas of any public or private educational institution's legally defined boundaries.** A term is defined as the first day of the activity through the final day of the activity.

Violation of this rule will result in the following:

Offense: Suspension from the club for a total of four club meetings, practices or performances.

C. Conduct

Any action in violation of the district's code of conduct by an extracurricular activity participant, such as, but not limited to initiating a fight; gestures to officials, crowds, advisors or audience; harassment; malicious mischief, etc., is subject to the following penalties:

Offense: Minimum: suspension from the activity for one week.
Maximum: suspension from the activity for four weeks.

Further disciplinary action in addition to exclusion from the extracurricular activity may result according to the District Code of Conduct.

Approved: Board of Education
January 24, 2007

Approved: Board of Education
March 26, 2008

Approved: Board of Education
March 14, 2012

Second Reading

Policy 6240 Evaluation of Personnel

<h1>POLICY</h1>	2013	6240
	Personnel	

SUBJECT: Evaluation of Personnel (Continued)

d) Ineffective = composite effectiveness score of 0-64

If a teacher or Principal is rated "developing" or "ineffective," the School District will develop and implement a teacher or Principal improvement plan (TIP or PIP). Tenured teachers and Principals with a pattern of ineffective teaching or performance, defined as two consecutive annual "ineffective" ratings, may be charged with incompetence and considered for termination through an expedited hearing process.

The School District will ensure that all evaluators are appropriately trained consistent with standards prescribed by the Commissioner and that an appeals procedure is locally developed.

Disclosure of APPR Data

Consistent with Chapter 68 of the Laws of 2012, which amends Education Law 3012-c, the Commissioner is required to disclose professional performance review data for teachers and Principals on the New York State Education Department (NYSED) website and in any other manner to make such data widely available to the public. However, the release of such aggregate data may not include personally identifiable information for any teacher or Principal. Such public disclosure of final quality ratings and composite effectiveness scores will be suitable for research, analysis and comparison of APPR data for teachers and Principals across the state.

Upon request, the District will release to parents/legal guardians the final quality ratings and composite effectiveness scores for teachers and Principals to which their student is currently assigned. Parents/legal guardians may contact the Assistant Superintendent for Instruction to set up an appointment to receive, in person or by phone, the final quality ratings and composite effectiveness scores for their child's designated teacher(s) and Principal. Parents will be offered the opportunity to understand such scores in the context of teacher evaluation and student performance. When a request for this information is received, reasonable efforts will be made to verify that it is a bona fide request by a parent/legal guardian entitled to review the data.

The District's obligation to disclose this information is limited to those teachers and Building Principals subject to Education Law 3012-c. The District will provide conspicuous notice to parents/legal guardians of their right to obtain such information.

POLICY	2013	6240
	Personnel	

Annual professional performance reviews of individual teachers and Principals shall not be subject to disclosure under the Freedom of Information Law (FOIL).

SUBJECT: Evaluation of Personnel (Continued)

Education Law Section 3012-c
Public Officers Law Sections 87 and 89
8 NYCRR Sections 30-2 and 100.2(o)

Approved: Board of Education
(Date)