



*Sayville Schools
Employee Handbook*

2023-2024

INTRODUCTION

Welcome to Sayville Public Schools

This handbook has been developed for all of us, as employees. The purpose of this handbook is to provide you with information about Sayville Public Schools and answer some common questions about working in the district.

This handbook is a summary of the policies and the procedures of the district, and does not cover every possible workplace situation or scenario. Please note that not all district policies and procedures are included. For additional information please refer to the Board of Education Policy Manual, contractual bargaining agreements, building handbooks and your building administrator. This handbook can be modified or amended by the district at any time for any reason. Updates will be sent out to the staff annually.

We hope that you find this handbook helpful and informative. Suggestions for additions and improvement to this handbook are welcome and may be sent to the Human Resources Office.

It is our hope that this handbook will enhance a positive employment experience. Congratulations and best of success as you embark on your career here at Sayville.

Warm regards,

Marc Ferris

Marc Ferris, Ed.D.
Superintendent of Schools
Sayville Public Schools

Departments

Office of Curriculum, Instruction, and Staff Development

Under the direct supervision of the Assistant Superintendent this office serves as a cohesive force for the instructional process throughout the District, and essentially oversees the entire Instructional Program K-12. Working directly with building and district-level administrators, this office assists all aspects of curriculum development and the infusion of best practices into the instructional culture of the district, which includes staff development and quality hiring of instructional staff. In addition to working closely with teaching staff and instructional leaders within the district, this office oversees the Special Education Department, Instructional Technology, Home Tutoring, Home Schooling, English Language Learners, New Teacher Mentoring, GED programs, federal and state grants, private grants, Guidance Counselors and Social Workers, Adult Education, the Athletic Department, Department Chairpersons, and the Elementary Curriculum Leadership Council. The roles of District Testing Coordinator and District CIO (Chief Information Officer) / District Data Coordinator also reside in this office. The department is located in the District Office and may be reached at 631-244-6515.

Special Education

The Department of Special Education offers a spectrum of programs for students who have been identified as having an educational disability by the Committee on Special Education (CSE) or the Committee on Preschool Special Education (CSPE). They are located at District Office and may be reached at 631 244-6545.

Athletics, Physical Education and Health Department

Sayville Schools ranks among the highest in both championship teams and scholar-athlete teams. We have 71 teams available for student participation. Our Physical Education Department meets the NYS standard with an emphasis on fitness. Students also participate in the Health SMART program in grades K-6. The department is located at Sayville High School and may be reached at 631-244-6625.

Technology Department

The Technology department provides district wide technical services such as designing, installing, ordering and maintaining computer networks and cabling. This department is also responsible for New York State Student Data Reporting. The department is located in the Old Junior High School, and may be reached at 631-244-6565.

Human Resources

Under the direct supervision of the Assistant Superintendent for Human Resources, this Department works with other departments and administration to recruit and hire all instructional and non-instructional Sayville employees, and provides employee services in areas such as benefits, separation, retirement and contract administration. The department is located at District Office and may be reached at 631-244-6520.

Business Office

Under the direct supervision of the Assistant Superintendent for Business, this Department manages all finance-related matters of the District including, but not limited to, accounting, budgeting, purchasing and payroll services. This office administers all insurance and retirement benefits, including health, dental, vision, Teachers and Employee Retirement Systems, and all Tax Shelter Annuity Plans (403(b) and NYS 457 Plans). The Business Office is also responsible for all other non-instructional functions such as Transportation, Buildings & Grounds, and Food Service. The Assistant Superintendent for Business chairs the District-wide Health and Safety Committee and is the Records Access Officer for all Freedom of Information Requests (FOIL). The department is located at District Office and may be reached at 631-244-6530.

Buildings and Grounds

This department operates all facilities and manages maintenance district-wide. The department directs preventive and routine maintenance activities, repairs, and makes alterations to the physical plant, including carpentry, plumbing, welding, sheet metal, air conditioning, electrical and painting. The department also prepares and manages the district's facilities budget including ordering cleaning supplies and equipment, paper goods, paint, plumbing and electrical supplies. The department is located at the District office and may be reached at 631-244-6550.

Food and Nutrition Services

This Department offers a school lunch program that operates on a self-sustaining basis without subsidies from local tax dollars. The program is offered at each of the districts five school buildings. The department is located at the District office and may be reached at 631- 244-6558.

Transportation Office

The Transportation Office is located at District Office. Currently students in Kindergarten through 5th grade are eligible to ride the bus if they live ½ mile or more from their school and students in 6th to 12th grade who live 1½ miles from school. Students who reside in the Sayville School District who attend a non-public school are provided transportation if they live within a 15 mile radius.

Board of Education

2023- 2024

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Jillian Makris
Assistant Superintendent for Pupil Personnel Services

Rhonda Meserole, CPA
Assistant Superintendent for Business

Amy DiMeola
Assistant Superintendent for Curriculum and Instruction

EMPLOYMENT

It is the policy of the Board of Education to hire the best people available based upon training, experience and past work history. It is the Board's intent to comply with, not only the letter, but also the spirit of the laws and regulations dealing with equal employment opportunity. Therefore, it is Sayville's policy to provide equal employment opportunity to all qualified individuals regardless of race, color, religion, sexual orientation, age, gender, national origin, handicap or veteran status.

Sexual Harassment

In addition to good hiring practices, the District wishes to provide employees and students an environment free from unlawful and improper harassment. It is expressly against policy for any employee to engage in any form of sexual or racial harassment, as well as harassment based on any other protected class. It is the responsibility of every employee to cooperate in maintaining a workplace free from unlawful and improper harassment. Please review the District's sexual harassment policy located in the policy section of this handbook.

Any employee who believes that he or she has been or is being subjected to harassing acts would bring such complaints to the prompt attention of their supervisor, principal, or to the Assistant Superintendent of Human Resources, who serves as the complaint officer.

“Right to Know” Hazardous Substances

Sayville complies with the laws of New York State obligating employers to provide information related to hazardous substances in the workplace. Any employee who wishes to see a copy of the law or to request information about a hazardous substance used in the workplace may contact the Safety Coordinator Office at 631-244-6550.

Employee Assistance Program

The Employee Assistance Program is a resource for employees and their immediate family members. It is designed to provide highly confidential and experienced help for employees who have personal and/or health problems affecting their lives and the quality of their job performance.

Seeking objective help, information and assessment for personal problems at the earliest possible time makes sense. EAP offers the opportunity to individuals to solve problems, improve the quality of their lives and enhance or maintain superior job performance.

There are two ways for an employee to be helped. An employee or immediate family member may request help by calling the EAP toll free number: 1-800-666-5327. Also, a supervisor or manager may suggest EAP to any employee because of deteriorating performance, excessive absenteeism or other departures from previous good performance. In either case, an appointment is made for a face to face session.

Typical problems that EAP encounters are: family, marital, children, drugs, codependency, aging, emotional, psychological, financial, legal, occupational, work-related stress, and loss of a loved one. EAP maintains confidentiality as required by federal and state law.

There is no cost for EAP assistance to the employee. If the EAP assessment indicates the need for a referral to another outside professional, the fee for such service may be borne by the medical benefits plan and/ or self payment.

Collective Bargaining Units

The following Collective Bargaining Units represent Sayville employees for purposes of collective bargaining under New York State's Taylor Act and Civil Service Law.

Membership	Unit
Civil Service Employees including secretarial employees; business office employees; building and grounds and food service employees	United Public Service Employees Union
Educational Administrators including Principals, Assistant Principals, Coordinators, and Assistant Coordinators	Sayville Administrators and Supervisors Association
Teachers , including Psychologists, Social Workers, Guidance Counselors, Nurses, Chairpersons and Coaches	Sayville Teachers Association
School Related Personnel including Teacher Aides and School Monitors	Sayville Teachers Association
Per Diem Substitute Teachers & Nurses	Sayville Teachers Association

Work Schedules

The workweek and actual daily starting and ending times vary by school and department needs. This information is discussed with new employees by a program representative and/or a representative from Human Resources. Any hours exceeding the standard work week require supervisory approval.

School Closing

In the event of inclement weather or emergency conditions, Sayville Public Schools will notify all staff through automated phone chains and via the school website.

Notifications are also made on the various websites, radio stations, and local news channels about any delayed openings or school closings.

Vacancy Notices

Bulletin board notices listing positions that are vacant are placed in all buildings. Employees who have the requirements noted on announcements are encouraged to apply.

Change of Personal Information

The District requires that employees notify the District, as soon as possible for changes in name, address or telephone number. Employees must complete a Change of Name/Address form, available in all buildings and forward this to Human Resources. For changes in dependents or insurance beneficiaries, employees must notify the Business Office. It is the employee's responsibility to notify his/her NYS Retirement System(s), Social Security Administration and any other pertinent agency of changes in name, address and/or beneficiaries.

NOTE: The Social Security Administration requires that employees who change their name must obtain a new Social Security Card which shows the new name. They must present this new card to their employer who is required to see it before a name change is made in the files. To learn how to get a new card, employees can call Social Security at 1- 800-772-1213.

Compensation and Benefits

Payroll Procedures

Salary checks are issued biweekly. If a payday falls on a scheduled holiday, checks will be issued the weekday before. Employees assigned to a specific building will receive their paycheck there. Itinerant teachers, teachers in off-site programs, and some others will have their paychecks mailed to their homes.

Sayville employees are eligible to participate in the Direct Deposit Payroll Program in which employees may elect to have their earnings electronically deposited into their personal banking accounts. Direct Deposit forms are available in the Business Office. The completed form and a cancelled check should be sent to the Business Office. Money will be available to employees on the morning of the payroll date. Staff wishing to cash payroll checks at Valley National Bank (4250 Veteran's Memorial Highway, Holbrook, NY 11741) will be required to show two forms of identification.

Deductions from salary are made for any of the following that apply to each employee:

- Federal/state/city taxes
- Retirement system contributions/loans
- Health/dental/life insurance
- Social Security/Medicare
- Union dues
- Credit Union banking
- Tax Sheltered Annuity
- U.S. Savings Bonds

Teachers Federal Credit Union

Employees on annualized salaries may authorize payroll deductions for the Credit Union by completing an authorization card and form obtained from the Business Office. The form and one part of the two section card must be returned to the Business Office. The additional section of the card must be returned to Teachers Federal Credit Union Main Office, PO Box 9029 Farmingville, New York 11738.

Attendance, Absences and Leaves

Reporting Attendance

Each employee is responsible for reporting attendance and absences accurately.

Reporting Absences

Employees should inform Sayville as soon as possible if they are going to be absent. Office, custodial and other non-instructional staff should call their supervisors directly or follow the building procedure for notifying the district of your absence.

Teachers, PPS staff, and Nurses are required to call the Teacher Substitute Registry and report their absence, even if a substitute is not required. All scheduled absences should be reported as soon as possible.

Substitute Teaching Service - AESOP

Sayville currently uses the service AESOP for finding and placing substitute teachers. Teachers in the district can choose two different ways to report their absence. All teachers who know that they will be absent can either call AESOP at the following number: 1-800-942-3767 or log onto [AESOP](#). Once login is complete, a teacher can create the day/time/date that they will be absent and save it to the system.

Teachers must have the following information ready when calling or logging into AESOP:

ID # (Telephone Number)

PIN #

If a teacher has any questions about how to use the AESOP system, please contact Ms. Alexandra Bosignore at abosign@esboces.org or the Office of Human Resources.

Reporting Leaves

Each employee is required to submit a Request for Approval of Absence Form and receive approval from his/her supervisor in advance of taking a Leave of Absence, Personal Days, or Vacation Days. Employees should refer to the applicable bargaining unit contract for time requirements for these requests.

In the event that a request has been submitted, **and time has not been taken**, it is required that a copy of the original **Request for Approval of Absence** be taken and “**AMENDED**” be written across the top in red ink. It should indicate that the time originally requested was not taken, and this form must be re-signed by both the employee and the administrator and submitted to the Payroll Department. The original entry will then be reversed, restoring correct leave balances.

It is the responsibility of the building principal/supervisor to make sure that the **Request for Approval of Absence Form** is obtained from the employee and forwarded to the appropriate department in a timely manner. In the event an employee is absent for an unexpected medical reason, this may require sending the form to the employee's home.

Military Leave

Under military law, employees of school districts are entitled to leaves of absence while engaged in full-time military duty, including National Guard and the Reserves. The employees must be reinstated at the end of the military duty, provided application for reinstatement is made within 90 days after the end of military service. The employee is entitled to receive a salary for a period of 30 days or 22 working days, whichever is greater, in any one calendar year. Military orders must be filed with Sayville.

Jury Duty

All employees summoned to jury duty shall notify the administration as soon as notice has been received.

It should be noted that any citizen may request a postponement of the assigned jury duty. "A prospective juror who has received the initial jury summons is entitled, upon notifying the commissioner of jurors, to a postponement of jury service to a specific jury term date that is not more than six months after the date such service is to commence as set forth in the summons." 22 N.Y.C.R.R. Section 128.6-a. Hence, the public employee may postpone jury service to a date when schools are not in session, such as winter or summer recess.

Conference Attendance/ Business Travel

Permission to attend a conference must be requested on forms available in each building's main office. Employees should allow sufficient time for requests to be routed for approval, first to the supervisor, then to the Chairperson, and finally to the District Superintendent for final review at least seven days prior to the date of the conference.

Reimbursement for Conference/Business Travel Expenses

The Travel Expense Form for Conference/Business Claim is to be used for reimbursement of expenses incurred while attending a conference, workshop, seminar or out-of-town meeting. The Board provides guidelines as to what are reimbursable expenses. All forms and documentation, once completed, should be turned in to the district office.

Mileage

Employees using a personal vehicle on authorized Sayville business are entitled to a mileage allowance. Current rate information is available from supervisors.

SELECTED BOARD OF EDUCATION POLICIES

All Board of Education policies are available on line at www.sayvilleschools.org.

SCHOOL DISTRICT OFFICER AND EMPLOYEE CODE OF ETHICS (Policy No. 2160)

The Board of Education is committed to avoiding any situation in which the existence of conflicting interests of any officer or employee may call into question the integrity of the management or operation of the school district. The Board recognizes that sound, ethical standards of conduct serve to increase the effectiveness of district officers and staff as educators and public employees in the community. Adherence to a code of ethics promotes public confidence in the schools and furthers the attainment of district goals.

The Board also recognizes its obligation to adopt a code of ethics setting forth the standards of conduct required of all district officers and employees under the provisions of the General Municipal Law. Therefore, every officer and employee of the district, whether paid or unpaid, shall adhere to the following code of conduct:

1. Gifts: An officer or employee shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part.

However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.

2. Confidential information: An officer or employee shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest.
3. Representation before the Board or District: An officer or employee shall not receive or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before the school district.
4. Disclosure of interest in matters before the Board: A member of the Board of Education and any officer or employee of the district, whether paid or unpaid, must publicly disclose the nature and extent of any interest they or their spouse have, will have or later acquire in any actual or proposed contract, purchase agreement, lease agreement or other agreement involving the school district (including oral agreements), to the governing body and his/her immediate supervisor (where applicable) even if it is not a prohibited interest under applicable law. Such disclosure must be in writing and made part of the official record of the school district. Disclosure is not required in the case of an interest that is exempted under Section 803(2) of the General Municipal Law. The term "interest" means a pecuniary or material benefit accruing to an officer or employee.
5. Investments in conflict with official duties: An officer or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties.

6. Private employment: An officer or employee shall not engage in, solicit, negotiate for or promise to accept private employment when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
7. Future employment: An officer or employee shall not, after the termination of service or employment with the district, appear before the Board in relation to any action, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration.

Distribution of Code of Ethics

The Superintendent of Schools shall cause a copy of this Code of Ethics to be distributed to every member of the Board, every officer and employee of the school district. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment. In addition, the Superintendent shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in each public building under the district's jurisdiction in a place conspicuous to the district's officers and employees.

Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Board's code of ethics and its accompanying regulation may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

Ref: General Municipal Law §§806-808

SEXUAL HARASSMENT (Policy No. 0110)

The Board of education recognizes that sexual harassment of students and staff is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing and remedying sexual harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees can work productively.

The Board is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment based on gender and/or sexual orientation. To this end, the board condemns and strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

Because sexual harassment can occur staff to student, staff to staff, student-to-student, male to female, female to male, male-to-male, female-to-female, it shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to sexually harass any student or employee.

In order for the board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The district will promptly investigate all complaints of sexual harassment, either formally or informally, verbally or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

If, after appropriate investigation, the district finds that a student, employee or third party has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, district policy and state law.

All complaints and those who participate in the investigation of a complaint of sexual harassment have the right to be free from retaliation of any kind.

The Superintendent of Schools is directed to develop and implement regulations for reporting, investigating and remedying allegations of sexual harassment. These regulations are to be attached to this policy. In addition, training programs shall be established for students and employees to raise awareness of the issues surrounding sexual harassment and to implement preventative measure to help reduce incidents of sexual harassment.

This policy shall be posted in a prominent place in each district facility and shall also be published in student registration materials, student, parent and employee handbooks, and other appropriate school publications.

Ref: Education Amendments of 1972, Title IX, 20 U.S.C. § 1681 *et seq.*

BOARD POLICY - 0110-R

Reporting Complaints

Any person who believes he or she has been a victim of sexual harassment by a student, district employee or third party related to the school is required to report complaints as soon as possible after the incident in order to enable the district to effectively investigate and resolve the complaint. Victims are encouraged to submit the complaint in writing; however, complaints may be filed verbally.

Complaints should be filed with the Principal or the Title IX coordinator.

Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report to the school administration, and then shall immediately notify the Principal and/or the Title IX coordinator.

In order to assist investigators, victims should document the harassment as soon as it occurs and with as much detail as possible including: the nature of the harassment; dates, times, places it has occurred; name of harasser(s); witness to the harassment; and the victim's response to the harassment.

Confidentiality

It is district policy to respect the privacy of all parties and witnesses to complaints of sexual harassment. To the extent possible, the district will not release the details of a complaint or the identity of the complainant or the individual(s) against who the complaint is filed to any third parties who do not need to know such information. However, because an individual's need for confidentiality must be balanced with the district's legal obligation to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve the complaint, the district retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances to individuals with a need to know. The staff member responsible for investigating complaints will discuss confidentiality standards and concerns with all complainants.

If a complainant request that his/her name not be revealed to the individuals against whom complaints are filed, the staff member responsible for conducting the investigation shall inform the complainant that:

1. the request may limit the district's ability to respond to his/her complaint;
2. district policy and federal law prohibit retaliation against complainants and witnesses;
3. the district will attempt to prevent any retaliation; and
4. the district will take strong responsive action if retaliation occurs.

If the complainant still request confidentiality after being given the notice above, the investigator will take all reasonable steps to investigate and respond to the complaint consistent with the request as long as doing so does not preclude the district from responding effectively to the harassment and preventing the harassment of other students or employees.

Investigation and Resolution procedure

A. Initial (Building-level) Procedure

The Principal or the Title IX coordinator shall conduct a preliminary review when they receive a verbal or written complaint of sexual harassment, or if they observe sexual harassment, except in the case of severe or criminal conduct, the Principal or Title IX coordinator should make all responsible efforts to resolve complaints informally at the school level. The goal of informal investigation and resolution procedures is to end the harassment and obtain a prompt and equitable resolution to a complaint.

As soon as possible but no later than three working days following receipt of a complaint, the Principal or Title IX coordinator should begin an investigation of the complaint according to the following steps:

1. Interview the victim and document the conversation. Instruct the victim to have no contact or communication regarding the complaint with the alleged harasser. Ask the victim specifically what action he/she wants taken in order to resolve the complaint. Refer the victim, as appropriate, to school social workers, school psychologist, crisis team managers, other school staff, or appropriate outside agencies for counseling services.

2. Review any written documentation of the harassment prepared by the victim. If the victim has not prepared written documentation, instruct the victim to do so, providing alternative formats for individuals with disabilities and young children, who have difficulty writing and need accommodation.
3. Interview the alleged harasser regarding the complaint and inform the alleged harasser that if the objectionable conduct has occurred, it must cease immediately. Document the conversation. Provide the alleged harasser an opportunity to respond to the charges in writing.
4. Instruct the alleged harasser to have no contact or communication regarding the complaint with the victim and to not retaliate against the victim. Warn the alleged harasser that if he/she makes contact with or retaliates against the victim, he/she will be subject to immediate disciplinary action.
5. Interview any witnesses to the complaint. Where appropriate, obtain a written statement from each witness. Caution each witness to keep the complaint and his/her statement confidential.
6. Review all documentation and information relevant to the complaint.
7. Where appropriate, suggest mediation as a potential means of resolving the complaint. In addition to mediation, use appropriate informal methods to resolve the complaint, including but not limited to:
 - a. discussion with the accused, informing him or her of the district's policies and indicating that the behavior must stop;
 - b. suggesting counseling and/ or sensitivity training;
 - c. conducting training for the department or school in which the behavior occurred, calling attention to the consequences of engaging in such behavior;
 - d. requesting a letter of apology to the complainant;
 - e. writing letters of caution or reprimand; and/or
 - f. separating the parties.
8. Parent/Student/Employee Involvement and Notification
 - a. Parents of student victims and accused students shall be notified within one school day of allegations that are serious or involve repeated conduct.
 - b. The parents of a student who file complaints are welcome to participate at each stage of both informal and formal investigation and resolution procedures.
 - c. If either the victim or the accused is a disabled student receiving special education services under an IEP or section 504/Americans with Disabilities Act accommodations, the committee on special education will be consulted to determine the degree to which the student's disability either caused or is affected by the discrimination or policy violation. In addition, due process procedures are required for persons with disabilities under state and federal law shall be followed.
 - d. The Principal or Title IX Coordinator (i.e., the investigator) shall submit a copy of all investigation and interview documentation to the Superintendent.

- e. The investigator shall report back to both the victim and the accused, notifying them in writing, and also in person as appropriate regarding the outcome of the investigation and the action taken to resolve the complaint. The investigator shall instruct the victim to report immediately if the objectionable behavior occurs again or if the alleged harasser retaliates against him/her.
- f. The investigator shall notify the victim that if he/she desires further investigation and action, he/she may request a district level investigation by contacting the Superintendent of Schools. The investigator shall also notify the victim of his/her right to contact the U.S. Department of Education's Office for Civil Rights and/or a private attorney. Employees may also contact the U.S. Equal Employment Opportunity Commission or the New York State Division of Human Rights.

If the initial investigation results in a determination that sexual harassment did occur, the investigator will promptly notify the Superintendent, who shall then take prompt disciplinary action in accordance with district policy, the applicable collective bargaining agreement or state law.

As of July 20, 2022, the Governor announced the launch of a statewide hotline for employees who believe they have been sexually harassed in the workplace. Employees can call the hotline and receive advice on their legal rights as applied to their specific circumstances from attorneys, who staff the hotline pro bono. The hotline support can be reached at 1-800-HARASS-3 (1-800-427-2773).

Use of School Premises for Other than School Purposes (Policy No. 1500)

Use of school premises for non-related school purposes may be granted in accordance with the following regulations:

1. The school buildings, grounds and other school property, when not in use by the schools, may be used for other purposes only if a written permit for such other use has been issued by, or under the authority of the Board. The Board will only permit fees to be charged, donations accepted and sale of merchandise when said proceeds are for the exclusive use of students in Sayville programs.
2. All applications for permits shall be filed in writing in triplicate and submitted to the Superintendent of Buildings and Grounds at least 30 days prior to the date of the requested use. Applications may be submitted for the current school year only, beginning August 1. Applications are available in the Buildings and Grounds Office. Permits shall be valid only for the facility, use, dates and time specified in the permit. No adjustment to the permit is allowed except with the prior written approval of the Superintendent or his/her designee. Permits are not transferable.
3. If the application is denied, the office of the Superintendent of Buildings and Grounds will contact the applicant and explain the reason or arrange a time and date when an alternate facility may be available.
4. The following are prohibited uses in any district building:

- a. Meetings sponsored by political organizations.
 - b. Meetings, entertainment and occasions that are under the exclusive control of and the proceeds are to be applied for the benefit of a society, association or organization or a religious sect or denomination or of a fraternal, secret or exclusive society or organization, other than veterans' organizations or volunteer fire fighters or volunteer ambulance workers.
5. The following are general regulations:
- a. No building may be used by an organization other than a school organization unless an employee of the school district is on duty in the building.
 - b. Only those facilities and items of equipment requested and approved may be by the organization.
 - c. The organization is responsible for maintaining adequate discipline and is responsible for any injury or liability incurred.
 - d. There shall be no smoking on the premises.
 - e. There shall be no gambling or use of intoxicating beverages at any time on school premises.
 - f. The use of public buildings or grounds must be in compliance with all state and/ or local ordinances.
 - g. The period for evening use must terminate at 11 p.m. Any deviation from this rule should be approved by the Building Principal.
 - h. All profit from any enterprise held in public school buildings must go to the benefit of some specific educational or charitable purpose and not be used for the gain of a particular organization or group. The sponsoring organization shall be directly responsible to insure the fulfillment of this requirement.
 - i. If the school lunch facilities are to be used, one of the regular school lunch employees will be required to supervise the use of the school lunchroom and equipment.
 - j. The right to revoke a permit at any time is reserved by the school district. This applies not only to cases where there is a question of misuse or misconduct, but also to cases where need for the facilities develops in the school program after a permit for a specific date or series of dates has been granted an outside group.
 - k. Where admission fees are charged by the organization, the school will charge reasonable fees for the use of the buildings and the cost of heat and utilities. These fees are in addition to any applicable custodial charges

- l. It is expected that all organizations will promptly pay the invoice submitted by the school district. Any dispute or clarification regarding any charge must be made promptly. Any organization that does not pay its invoice within ninety days may be denied continued use of school facilities.
- m. All outside organizations seeking to use school facilities may be asked to provide evidence of liability insurance, with the district named as an additional insured, in an amount deemed adequate by the Superintendent or his/her designee, and in accordance with the district's property and casualty insurance provider, if the activity for the use of facility request presents a liability exposure to the district.

Family and Medical Leave Act (FMLA) (Policy No. 9520.2)

Under the Family and Medical Leave Act of 1993, Sayville will provide employees who have been employed for at least 12 months and have worked at least 1,250 hours during that time with up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons. Employees will be charged available sick leave as part of the 12 week FMLA entitlement.

Unpaid leave will be granted to eligible employees for the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or Sayville's option, certain kinds of paid leave may be substituted for unpaid leave.

Advance notice and medical certification: The employee is required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable".
- Sayville may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions. Upon returning to work a fitness for duty report will be required.

For the duration of FMLA leave, Sayville will maintain the employee's health coverage. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms. The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

FMLA makes it unlawful for any employer to interfere with, restrain or deny the exercise of any right provided under FMLA; discharge or discriminate against any person for opposing any practice made unlawful by FMLA, or for involvement in any proceeding under or relating to FMLA.

The U.S. Department of Labor is authorized to investigate and resolve complaints of violations. An eligible employee may bring a civil action against an employer for violations. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Contact the nearest Office of the Wage and Hour Division, listed in most telephone directories under U.S. Government, Department of Labor.

If an FMLA leave request is necessary, contact the Human Resources Office to determine eligibility and obtain necessary forms.

Child Abuse in an Educational Setting (Policy No. 5465)

The Board of Education recognizes that children have the right to an educational setting that does not threaten their physical and emotional health and development. Child abuse by school personnel and school volunteers violates this right and therefore is strictly prohibited.

Allegations of child abuse by school personnel and school volunteers shall be reported in accordance with the requirements of Article 23-B of the Education Law.

Required Reporters

Any person holding any of the following positions shall be required to promptly report written and oral allegations of child abuse in an educational setting, and for the purposes of this policy shall be referred to as “required reporters”:

- school board member
- teacher
- school nurse
- school guidance counselor
- school psychologist
- school social worker
- school administrator
- other school personnel required to hold a teaching or administrative license or certificate.

Other district employees may, of course, report allegations of child abuse allegedly committed by district staff and volunteers and are encouraged to do so.

Definitions

For purposes of this policy, “educational setting” means the buildings and grounds of the district, the vehicles provided by the district to transport students to and from school buildings, field

trips, co-curricular and extra-curricular activities both on and off school district grounds, all co-curricular and extra-curricular activity sites, and any other location where direct contact between an employee or volunteer and a child has allegedly occurred.

“Child” means a person under the age of 21 enrolled in a New York State school district, other than New York City.

“Child abuse” generally refers to any intentional or reckless act by an employee or a volunteer against a child which injures or kills a child or creates a risk of injury or death, or constitutes child sexual abuse, or involves the actual or attempted dissemination of indecent materials to minors. If a required reporter or any other district employee has a question as to whether alleged conduct constitutes “child abuse,” he or she shall promptly raise the question to the Principal of the building where the abuse is alleged to have occurred. The Principal shall consult Article 23-B of the Education Law or the school attorney, if necessary, to determine whether the allegations constitute child abuse.

Reporting Requirements

Required reporters and any other district employee deciding to report an allegation of child abuse by district staff or volunteers shall complete a written report as soon as practical after receiving the allegation, but in no event shall a required reporter wait more than one workday to file a report.

The required reporter shall personally file the report with the Principal of the school in which the child abuse allegedly occurred.

If the alleged abuse did not occur in a school building, the report shall be filed with the Principal of the school attended by the alleged victim.

If the alleged abuser is an employee or volunteer of another district, the report shall be sent to the Superintendent of the district where the alleged child victim attends school and to the Superintendent of the district where the abuse allegedly occurred (if different). The report shall be prepared on a standard form supplied by the district. Each Building Principal shall keep a supply of the forms available in his or her office.

Upon receiving a written report, the Principal shall determine whether there is reasonable suspicion to believe that an act of child abuse has occurred. If the person making the allegation of abuse is someone other than the child or the child’s parent, the Principal shall contact the person making the report to learn the source and basis for the allegation.

If the Principal determines there is reasonable suspicion, he or she shall promptly notify the parent of the alleged child victim (assuming that the parent is not the person who originally reported the alleged abuse). The notice shall be given by telephone (if possible) and in writing, sent via overnight mail to the parent.

The notice shall inform the parent of his or her rights and responsibilities related to the allegations of abuse.

The Principal shall also promptly provide a copy of the written report to the Superintendent and send a copy to the appropriate law enforcement authorities. In no event shall the Principal delay in sending the report to law enforcement because of an inability to contact the Superintendent.

The Superintendent shall send to the Commissioner of Education any written report forwarded to the local law enforcement authorities where the employee or volunteer alleged to have committed an act of child abuse holds a certificate or license issued by the department.

Rights of Employees and Volunteers

Employees. Pending resolution of the allegations, no employee against whom an allegation of child abuse has been made shall be permitted to have unsupervised contact with any district student. Any employee against whom an allegation of child abuse has been made and against whom the district intends to take adverse action shall be entitled to receive a copy of the report and to respond to the allegations.

Volunteers. Pending resolution of the allegations, no volunteer against whom an allegation of child abuse shall be permitted to render volunteer services to the district. Any volunteer against whom an allegation of child abuse has been made and against whom the district decides to take adverse action shall be entitled to receive a copy of the report and to respond to the allegations.

Confidentiality

All reports and other written material submitted pursuant to this policy and Article 23-B of the Education Law shall be confidential and may not be redisclosed except to law enforcement authorities involved in investigating the alleged abuse or except as expressly authorized by law or pursuant to a court-ordered subpoena. The Principal and Superintendent shall exercise reasonable care to prevent unauthorized disclosure.

Penalties

Required Reporters. Any required reporter who willfully fails to make a written report of alleged child abuse required by Article 23-B of the Education Law shall be subject to criminal penalties provided for in law, as well as disciplinary sanctions imposed in accordance with law and any applicable collective bargaining agreement.

Administrators. Any administrator who (1) willfully fails to submit a written report of alleged child abuse to an appropriate law enforcement authority as required by Article 23-B of the Education Law, or (2) makes any agreement to withhold from law enforcement authorities, the Superintendent or the Commissioner, the fact that an allegation of child abuse in an educational setting on the part of any employee or volunteer has been made in return for the employee's or volunteer's resignation or voluntary suspension from his or her position, or (3) willfully discloses a confidential record shall be subject to criminal penalties provided for in law, as well as disciplinary sanctions imposed in accordance with law and any applicable collective bargaining agreement. In addition, the Commissioner of Education may, following an administrative determination, impose a civil penalty of up to five thousand dollars on any administrator who fails to submit a report of child abuse to an appropriate law enforcement authority.

Record Retention

Any report of child abuse by an employee or volunteer that does not result in a criminal conviction shall be expunged from the records kept by the district with respect to the subject of the report after five years from the date the report was made.

Training

The Superintendent shall be responsible for establishing and implementing on an ongoing basis a training program for all required reporters on the procedures required under Article 23-B. The program shall include at a minimum all the elements specified in Commissioner's regulations.

SCHOOL BUILDING SAFETY

The Board of Education recognizes that a safe, secure and healthy school environment is necessary to promote effective learning. The Board is committed to ensuring that all school buildings are properly maintained and preserved to provide a suitable educational setting.

Consistent with the requirements of state law and regulations, the Board will:

1. Appoint a Health and Safety Committee composed of representation from district administration, school staff, bargaining units and parents that shall participate in monitoring the condition of occupied school buildings to assure that they are safe and maintained in a state of good repair.
2. Review and approve all annual building inspections and building condition surveys.
3. Take immediate action to remedy serious conditions in school buildings affecting health and safety and report such conditions to the Commissioner of Education.

The Superintendent of Schools shall be responsible for the development of procedures for investigating and resolving complaints related to the health and safety issues in the district's buildings consistent with requirements of state law and regulations.

Accident Prevention and Safety Procedures (Policy No. 8120)

The Board of Education seeks to ensure the safety of students and employees of the district while on district property.

The Board and administrative staff, in cooperation with students and employees, will take reasonable measures to prevent accidents on the school premises, including the following:

1. immediately report any conditions involving equipment or buildings which may be dangerous to student or employee health or welfare;
2. immediately report any unsafe practices by anyone in the building or on the grounds;
3. ride bicycles only on the roadways, not the sidewalks. Bicycles are to be parked in the rack provided by the school. Pleasure riding on the school grounds is prohibited during school hours;
4. observe the 15 mile per hour speed limit on school grounds; and
5. use eye safety glasses when appropriate.

Formal objective investigations of all accidents are to be immediately conducted by the Building Principal and the results of the investigation are to be presented to the Superintendent in a written report.

The results of selected investigations should be communicated to employees and students for the purpose of determining how the accident might have been avoided.

Safety and Health Responsibilities

The basic responsibility for safety and health rests with the individual employee. It is a condition of employment for all employees to work and act in a safe manner at all times. Employees are responsible for:

1. Following all established safety rules and regulation
2. Reporting hazards to supervisors
3. Reporting all injuries, no matter how minor
4. Attend safety training sessions

Supervisors and department heads play a vital role in the implementation of safety policies.

Supervisors are responsible for:

1. Developing proper attitudes towards safety and health in themselves and those they supervise
2. Ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves

3. Conducting accident investigation to determine cause and taking appropriate follow-up actions.

The Safety Committee is responsible for:

1. Developing and monitoring procedures to detect and eliminate hazards
2. Provide training in safe work procedures.

The Safety Coordinator is management's designee to facilitate the safety management program by working to develop more effective and more efficient programs. The continued cooperation of all personnel is required to support and sustain an effective safety program. Only through such a cooperative effort can an exemplary safety program be established and preserved.

Employees with any safety concerns or who wish further information on safety issues at Sayville are welcome to contact the Chairman of the District wide Health & Safety Committee.

News Media Relations (Board Policy 1130)

Representatives of the local press, radio and TV are an important link in the communications chain between school and community. The maintenance of good working relationships with these people is essential to meeting those objectives of the school community relations program which require the support and cooperation of the media representatives.

Smoking in Sayville Facilities (Board Policy 1530)

The Board of Education, recognizing health hazards associated with smoking and in accordance with federal and state law, prohibits smoking or other tobacco use in all school buildings, on school property or at any school-sponsored event.

Tobacco shall not be permitted and no person shall use tobacco on administrative or school grounds. For purposes of this policy, "school grounds" contingent with administrative building, elementary or secondary school buildings as well as any vehicles used to transport children.

In compliance with the New York State Clean Indoor Air Act, the Sayville district will prominently post its Smoking/Tobacco Use policy in all buildings and supply a copy upon request to any current or prospective employee.

Anyone who believes that Sayville is not making a reasonable effort to uphold this policy should report the same to an administrator of the district where the neglect is alleged to have occurred. Anyone may report violators of these laws as regulated by this policy to the County Health Department. In addition, complaints about Sayville's compliance with New York State and Federal Laws governing smoking and tobacco use in schools may be reported to the County Health Department or the Federal Department of Health and Human Services.

Drug-Free Workplace Act of 1988 (Board Policy 9125)

In accordance with the Drug-Free Workplace Act of 1988, Sayville must certify that it provides a workplace free of controlled substances (illegal drugs plus drugs that have medical uses but are highly addictive) by publishing a statement putting employees on notice that the manufacture, sale, distribution possession, and use of such drugs is forbidden in the workplace; and specifying the actions that will be taken against employees for any violation of this policy.

Accordingly, all employees are hereby notified that it is a violation of Board Policy 9125 of Sayville for any employee to unlawfully manufacture, distribute or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine barbiturate, marijuana or any other controlled substance, as Substances Act (21U.S.C. 812) and as further defined by regulation at 21CFR 1300.11 through 1300.15.

“Workplace” shall mean any site on school grounds, at within the scope of his/her employment or duties.

All employees are further notified that it is a condition of their continued employment that they will comply with the above policy of Sayville and will notify their supervisor of their conviction of, or plea of nolo contendere to, any criminal drug statute violation occurring in the workplace, no later than 3 calendar days after such conviction.

If an employee is found to have violated the terms of this policy, he/she may be subject to a range of penalties up to and including dismissal. Such employee may be required to participate in a substance abuse rehabilitation program in lieu of disciplinary action.

Disclosure of Wrongful Conduct (Whistleblower Policy- Board Policy 9645)

The Board of Education expects officers and employees of the district to fulfill the public’s trust and to conduct themselves in an honorable manner, abiding by all district policies and regulations and by all applicable state and federal laws and regulations.

However, when district officers or employees know or have reasonable cause to believe that serious instances of wrongful conduct (e.g., mismanagement of district resources, unethical behavior, violations of law or regulation, and/or abuse of authority) have occurred, they should report such wrongful conduct to the Board or one of its designated officers.

For purposes of this policy, the term “wrongful conduct” shall be defined to include:

- theft of district money, property, or resources;
- misuse of authority for personal gain or other non-district purpose;
- fraud;
- actions that compromise the security and integrity of the district’s or state’s testing program;
- violations of applicable federal and state laws and regulations; and/or
- serious violations of district policy, regulation, and/or procedure.

Disclosure and Investigation

Employees and officers who know or have reasonable cause to believe that wrongful conduct has occurred shall report such mismanagement, fraud or abuse to the Superintendent of Schools, the School Attorney or the Independent Auditor. Each of these Board-designated officers, upon receiving a report of alleged wrongful conduct, shall take immediate steps to conduct an investigation.

Staff members who suspect that a violation of state testing procedures has occurred by a certified educator, or non-certified individual involved in the state testing program, must report their concerns to the State Education Department (SED) in the manner prescribed by the Commissioner of Education, and must also report concerns to the Superintendent or Board of Education. Any Building Principal receiving such a report shall relay this information to the Superintendent.

The Superintendent, School Attorney or the Independent Auditor shall maintain a written record of the allegation, conduct an investigation to ensure that the appropriate unit (auditors, police, SED, etc.) investigates the disclosure, and notify the Board when appropriate to do so.

Except as otherwise provided in either state and/or federal law, the Board-designated officer shall make all reasonable attempts to protect the identity of the employee making the disclosure in a confidential manner, as long as doing so does not interfere with conducting an investigation of the specific allegations or taking corrective action.

The district shall not take adverse employment action against an employee who has notified the district of wrongdoing, allowing the district the opportunity to investigate and correct the misconduct. The district shall not take adverse action against an employee who has reported misconduct when mandated to do so by federal or state law or regulation.

Complaints of Reprisal

An employee who reasonably believes he/she has been subject to an adverse employment action based on his or her prior disclosure of alleged or actual wrongful conduct may contest the action by filing a written complaint of reprisal with the Board President. The Board of Education shall appoint an investigator to investigate the claim and make a recommendation to the Board.

Once the investigator considers the investigation to be complete, he/she will notify the Board of his report and make any recommendations he or she deems appropriate of its completion. The investigation shall be completed in a reasonable period of time.

If accepted by the Board, the decision of the investigator is binding.