# 2026-2027 EMPLOYEE HANDBOOK



PUBLIC SCHOOLS
OF THE TARRYTOWNS

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# Introduction

Welcome to the Public Schools of the Tarrytowns. This handbook is designed to provide you with essential information and resources for your journey as a valued member of our educational community. It may not cover all situations, policies, and procedures that arise during your work, but it can serve as a reference to help you understand our policies, procedures, and expectations, ensuring a safe, inclusive, and productive work environment. By familiarizing yourself with the information contained within, you will gain valuable insights into our organizational values, benefits, rights, and responsibilities.

# Welcome Letter

Welcome to the Public Schools of the Tarrytowns Family! I want to extend a warm welcome and congratulate you on being selected to be part of our dedicated team of professionals. We are thrilled to have you on board.

At the Public Schools of the Tarrytowns, we are committed to providing an exceptional educational experience for all our students. We strive for excellence, inclusivity, and a strong sense of community. As you embark on this new journey with us, I assure you that you will find a supportive and collaborative environment where your talents will be valued and nurtured.

As you settle into your new role, I encourage you to actively engage with your colleagues, students, and their families. Building positive relationships is at the core of our work; through these connections, we can make a difference in the lives of our students.

Every employee plays a vital role in the success of our district, and I am confident that your skills and expertise will enrich our team. Your fresh perspectives and innovative ideas will contribute to our continuous growth and improvement.

I am excited about the journey ahead and the positive impact we will make together. Should you have any questions or need assistance, please do not hesitate to contact me or any leadership team member. We are here to support you and ensure your success.

Thank you for choosing to be part of our educational community. Let us create an inspiring and nurturing environment where all students can thrive and achieve their full potential together. I wish you all the best throughout your career.

Warm regards,

**Dr. Raymond Sanchez**
*Superintendent of Schools*
Public Schools of the Tarrytowns

# Tarrytown Board of Education

The Board of Education is the policy-making body for the district. It also appoints personnel, hires and supervises the Superintendent of Schools, adopts budgets that support the District's values, and helps to ensure safe facilities. Seven members of the Board serve three-year terms. The role of the Board of Education is that it is the governing body and corporate body that oversees our school district's affairs. School board members are elected by the residents of the school district that the board oversees.

**Board Policy 2110: Powers And Duties of the Board Of Education**

The Union Free School District of the Tarrytowns shall be managed by a Board of Education consisting of seven members.

This Board shall have those powers and duties prescribed by New York State Education Law and any other general laws specifically assigned to and relating to or affecting union-free school districts.

**Link: TUFSD Policies**

# Overview of the Public Schools of the Tarrytowns

The schools of the Tarrytowns are organized into five schools, three elementary and two secondary, that live in one building. They are:



## John Paulding School

**Pre-K and Kindergarten Programs**

154 Broadway, Tarrytown, NY 10591

Phone: (914) 631-5526



## WL Morse School

**Grades 1**

30 Pocantico St, Sleepy Hollow, NY 10591

Phone: (914) 631-4144



## Tappan Hill School

**Grades 2**

50 Ichabod Ln, Tarrytown, NY 10591

Phone: (914) 366-5880



## Washington Irving School

**Grades 3, 4, 5**

103 S Broadway, Tarrytown, NY 10591

Phone: (914) 631-4442



## Sleepy Hollow Middle School

**Grades 6, 7, 8**

206 Broadway, Sleepy Hollow, NY 10591

Phone: (914) 332-6275



## Sleepy Hollow High School

**Grades 9, 10, 11, 12**

210 North Broadway, Sleepy Hollow, NY 10591

Phone: (914) 631-8838

# Levels of Communication Staff Members

| | Step 1 | Step 2 | Step 3 | Step 4 |
|---|---|---|---|---|
| **Athletics** | Building Admin | Mike Arias | | |
| **Benefits** | Carol Rosario | James Gratto | | |
| **Community Engagement** | Building Admin | Edward Castro | Dr. Ray Sanchez | |
| **Curriculum and Instruction** | Building Admin | Sharon O'Grady | Dr. Ray Sanchez | |
| **DASA** | DASA Coordinators | Scott Dorn | | |
| **Equity** | Building Equity Leaders | Sharon O'Grady | | |
| **Facilities** | Building Admin | Head Custodian | Anthony DeMan | Brian Fried |
| **Food Service** | Building Admin | Donna Rodriguez | Brian Fried | |
| **Health and Wellness** | School Nurse | Building Administration | Scott Dorn | |
| **Human Resources - Employment** | Katie Polacios | Tracy Jarrell | James Gratto | Dr. Ray Sanchez |
| **Literacy** | Staff Developers | Building Administration | Sharon O'Grady | |
| **MTSS** | School Psychologists | Building Administration | Special Education Supervisors | Sharon O'Grady<br>Scott Dorn |
| **Multilingual Learner Programs** | Building Admin/ Teacher Leader | Judy Ravina | Sharon O'Grady | |
| **Payroll*** | Building Admin | Mat Kurien | Brian Fried | |
| **Safety** | Building Admin | Anthony DeMan | Brian Fried | |
| **School Counseling** | Building Admin | Scott Dorn | | |
| **Social and Emotional** | Building Admin<br>Social Workers | Edward Castro | Sharon O'Grady | |
| **Special Education** | Building Admin | Stephanie Kindestin | Scott Dorn | |
| **Technology** | Tech TAs<br>Joseph (JD) Daley | Jean O'Brien,<br>Joe DeRose | Dan Larkin | |
| **Transportation** | Building Admin | Eli Diaz | Brian Fried | |

**Payroll issues related to coverages and after-school programming should be discussed with building leaders or department heads or the individuals overseeing specific programs.*

# Bargaining Units of the Public Schools of the Tarrytowns

As an employee of the Public Schools of the Tarrytowns, nearly all staff members belong to a collective bargaining unit. The bargaining units of the Public  Schools of the Tarrytowns are:

## Tarrytown Administrators Association (TAA)

This Collective Bargaining Unit represents Principals, Assistant Principals, Directors, and Supervisors. These positions all have administrative certification.

## Teachers Association of Tarrytown (TAT)

This Collective Bargaining Unit represents all full-time and part-time Teachers, Teaching Assistants, School Counselors, Social Workers, Psychologists, Speech Language Therapists, Library/Media Specialists, Teachers on Special Assignment, and Staff Developers.

## Tarrytown CSEA 1

This Collective Bargaining Unit represents all buildings, grounds, cafeteria, bus monitors, mechanics, and bus drivers.

## Tarrytown CSEA 2

This Collective Bargaining Unit represents clerical administrative support personnel, hall monitors, nurses, attendance officer, athletic trainer, and technology aide positions.

## Confidential Employees and Non-Affiliated

Confidential employees are not part of any bargaining unit. These employees are included in the Business Office, Human Resources, PPS, and the Director of Facilities, Human Resources, and Transportation Supervisor.

**Link:** Contracts

# Employee Matters

## Accidents:

Any student injury should receive immediate attention. The school nurse should take charge of any serious emergency; in the nurse's absence, the Principal, Administrator, or clerical assistant can assist in the report and must be notified immediately. Staff members should exercise good judgment in handling any injury. If, in your judgment, the injury is severe, you should remain with the student and notify the office to send help. Please indicate as best as possible the details of the situation.

All faculty witnessing or being made aware of any injury or accident must complete an accident report, which can be obtained from the Health Office and should be completed immediately following any accident or injury.

## Attendance

Attendance is crucial to our students' success - they are counting on you, and so are your fellow employees. **You are required to report an absence from work.**

**School Building Employees:**

- If you cannot enter your absence into the software before 7:00 AM on a school day, you will need to contact the school directly.
- For all employees, TUFSD uses Frontline Absence Management (also referred to as Aesop). You can enter absences and check your absences.
- If **you have any questions, concerns, or comments, please contact** Tracy Jarrell at (914) 332-6244 or email tjarrell@tufsd.org**,**

**Absence: Sick Partial Day**
It is recognized that staff may need to leave early due to illness. The staff member should personally speak with the Department Chair, principal, Assistant Principal, or office staff member to make this request. In accordance with practice and/or your specific union contract, please be aware of how the district deals with fractional days and payroll.

**Absence: Personal Leave**
Personal leave is dictated by union contracts or employee agreements, and it must be approved before taking the leave time via Frontline.

## Badges

ID badges will get you access to your building and copiers; please wear your ID badge at all times on campus for safety and recognition. If your badge is lost or damaged, you may be required to pay a fee of $20. Please contact Tracy Jarrell (914) 332-6244, **tjarrell@tufsd.org**, regarding location access; Katie Palacios (914) 332-6245, **kpalacios@tufsd.org,** regarding replacing ID badges.

# Employee Benefits

**Carol Rosario** is the Benefits Assistant for the Tarrytown Schools; she can be reached at (914) 332-6249 or crosario@tufsd.org, and she can help with all kinds of information regarding health coverage, dental, and vision benefits. Carol is also the point of contact for Workers' Compensation. If you are injured at work, you will need to go to the building nurse or Carol to fill out a C-3 Workers' Compensation Claim Form.

Enrollment is available if you are eligible for benefits according to your collective bargaining agreement and the hours you work. We have open enrollment in November and May, as well as a qualifying event such as a marriage or birth. If you have a change of life event, please reach out to Carol, as you have only 30 days to make any changes.

Please refer to your collective bargaining agreement or individual contract for contribution requirements.

**FLEX Plan / 125 Plan**
The Public Schools of the Tarrytowns offer a flexible plan to eligible employees. This benefit allows employees to have pre-tax monies withheld from their paychecks for co-pay reimbursement and out-of-pocket medical, dental, drug, and optical costs. Pre-tax payroll withholdings are also available for reimbursement of dependent care and optical care expenses.

This plan runs from November 1st through October 31st.

For more information, feel free to contact Carol Rosario.

**403(b) Plans and 457(b)**
You have the opportunity to save for retirement by participating in your Employer's 403(b) retirement plan or a 457(b) plan sponsored by the NYS Deferred Compensation Plan. A 403(b) plan is a retirement plan for certain employees of public schools, tax-exempt organizations, and ministers.

- You do not pay income tax on allowable contributions until you begin making withdrawals from the plan, usually after your retirement.
- Investment gains in the plan are not taxed until distributed.
- Retirement assets can be carried from one employer to another in most cases.

Before contributing, you must open an account with an investment provider participating in the Plan, a list of which is available on the right. You may then complete a Salary Reduction Agreement (SRA) online at **https://www.omni403b.com/SRA.**

If you are already contributing to your Employer's Plan and want to change your contribution amount or investment provider, simply complete and submit a new SRA. You can begin or change your contributions as soon as your next payment cycle follows our receipt of a completed SRA.

You may contribute up to $24,500 if you are 49 years of age and below, up to $32,500 if you are 50 years of age and over. For those of you 60 through 63 years of age, you may contribute up to $35,750. Please contact OMNI's Customer Care Center at 877-544-6664 for further details.

**Vision**
For reimbursement for vision purchases (up to $200 per union member), please use the following form:
**Link:** Optical Reimbursement Claim Form

Along with this form, please provide an itemized bill of service and proof of payment.
Acceptable forms of proof of payment are

- Cash register receipt - itemized
- Credit Card receipt itemized
- Internet credit card receipt - itemized
- Canceled check for bills that do not state payment received.

This benefit runs from July 1 through June 30.

**Questions: Call Carol Rosario at (914) 332-6249 or email crosario@tufsd.org.**

**Dental**
The Public Schools of the Tarrytowns offer dental and life insurance to specific units and positions; please refer to your particular plan in accordance with your collective bargaining agreement.

**AFLAC**
Short-term Disability, Accident, Hospital, Cancer - Life and Dental Supplemental.

**https://www.aflac.com/**

**Questions can be sent to myaflacnycagent@gmail.com**

**EAP**
Employee Assistance Programs are intended to help employees deal with personal problems that might adversely impact their work performance, health, and well-being. EAPs generally include assessment, short-term counseling, and referral services for employees and their household members.

Here at TUFSD, we use **Educators' EAP**. All services are confidential, and these professionals can address various concerns such as financial, legal, eldercare, child care, short-term clinical counseling, online training, self-help resource center, and certified coaching.

**Call 800-252-4555** or visit **www.theEAP.com/Educators-EAP.**

*Scan the QR Code with your device to view your EAP benefits!*

# Evaluations

All Tarrytown employees will be evaluated annually in accordance with the terms and conditions of their contractual agreement. The purpose of the evaluation system is to enrich, develop, and improve each employee's professional skills and performance.

## Retirement

There are two separate retirement systems, ERS and TRS. You must apply for retirement based on your respective position and apply 15-90 days before your retirement date. The retirement date must be at least 1 day after your District resignation date. For example, if you are retiring on June 30th, that is your District Resignation date. Your retirement date will be July 1st.

| Teachers Retirement System (TRS) | Employee Retirement System (ERS) |
|---|---|
| Website: nystrs.org<br>Phone: (800) 348-7298<br>E-mail: communit@nystrs.org<br>Address: 10 Corporate Woods Dr.<br>Albany, NY 12211-2395 | Website: osc.state.ny.us/retire<br>Phone: 1-866-805-0990<br>Address: NYSLRS<br>110 State Street<br>Albany, NY 12244-0001 |
| Application Link for TRS | Application Link for ERS |
| Election of Benefits | Election of Benefits |

Link: Retirement Planning

## Policies

Please find the attached Board Policy Updates for your review. Additional board policies can be found in Board Docs.

## Code of Conduct

Board of Education Policy 5300 details the district's Code of Conduct; a summary is below.

In accordance with the Dignity for All Students Act, School District policy and practice must ensure that no student is subject to discrimination, harassment, bullying, and cyberbullying based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex by school employees or students on school property, on a school bus, or at a school function.

The Board of Education of the Union Free School District of the Tarrytowns ("Board") is committed to providing a safe and orderly school environment where students will receive, and staff delivers, quality educational services without disruption or interference.

Responsible behavior by students, teachers, other district personnel, parents, and other visitors is essential to achieving this goal. The district has a long-standing set of expectations for conduct on school property and at school functions, whether such a function is held on or off school grounds. These expectations are based on the principles of civility, mutual respect, citizenship, appreciation of differences, honesty, and integrity and are essential to developing a strong character. The Board recognizes the expectation and responsibility to educate students on appropriate conduct. Our goal is to clearly define these expectations for acceptable

conduct on school property or at a school function and identify the possible consequences of unacceptable conduct, and ensure that discipline, when necessary, is administered promptly and fairly.

To this end, the Board has adopted a Student Code of Conduct, which is available in its complete form at the following locations:

- The Public Schools of the Tarrytowns Web Site **www.tufsd.org**
- Your school's principal's office
- The Superintendent of Schools' office

## District Calendar

Annually, the Superintendent of Schools develops the school calendar for the ensuing school year and presents the calendar to the Board of Education in early spring. The Superintendent and Director of Human Resources work in collaboration with the various Associations (TAA, TAT, CSEA) to develop this annual calendar.

The calendar is distributed to staff in advance of the upcoming school year. It is important that staff members plan their vacations accordingly and are present when school is in session. The calendar for the school year is available on the district's webpage: **link**

## School Building/Office Aesthetics

All staff are encouraged to maintain a warm and welcoming environment for students, parents, and community members. Consider the following:

- Classrooms and classroom/hallway bulletin boards show the learning that takes place daily.
- Resources are posted for student use that will support their learning.
- The walls of our schools/office areas must speak to our beliefs in student learning and education.

The schools and offices, along with all related equipment, are not the function of the excellent custodial staff alone. It is the responsibility of all students, staff, and others who use the facility throughout the school year and the summer months.

Staff members should consider the following practices:

- Be aware of objects on the floor that can pose a danger or unsafe situation.
- Keep the floor clear of litter.
- Daily inspection of equipment (chairs, desks, bookcases, etc.) to ensure they are in safe condition.
- Windows in your classroom or office area must be closed and locked at the end of the day.
- Turn off the lights when you exit your classroom/office. Turn off all equipment (computers, printers, etc.)at the close of each day.
- Properly store all food items.

## District Emergency Response

The safety of our students is our top priority, and we have a comprehensive plan in place to address a wide range of potential situations. Here is a link to emergency procedures: **District Emergency Response Guide**

## Social Media

Remember, as with all technologies, responsible use is key. Community members recognize us as a vital part of the district. Here are some items we should all keep in mind as we promote the positive and exciting work our students and staff are doing:

> Keep Yourself Informed - Please read the newsletters and emails, and know what is going on in the District and in your school so you can accurately talk about it. We want to spread factual information.
>
> Hashtag- If you use X to capture some of the great work in our district, please consider tagging our district account **@ufsdtarrytowns** and using the following hashtag: **#HorsemenPride**.

Please click these links to view our Board of Education **Computer Network and Technology Acceptable Use Policy for Staff** and accompanying **Computer Network and Technology Acceptable Use Regulations**.

Lastly, provided below are some valuable tips aimed at ensuring the responsible use of our technology tools district-wide. Moreover, let's remember that every interaction with a parent or guardian, every post on social media, and every engagement is an opportunity to actively champion the values, mission, and goals of TUFSD.

## Questions?

Welcome to Tarrytown - many people can answer your questions, so don't hesitate to reach out!

Public Schools of the Tarrytowns

# TUFSD Social Media Guidelines

*To help you avoid common problems employees experience in that regard, we are providing this document, which reflects the Public Schools of the Tarrytowns' expectations.*

## Separating Personal & Professional Accounts

- Employees should maintain **separate personal and business accounts** for *social media* and *email*.
- Employees should limit their use of **professional email and social media accounts** to their *job-related duties*, e.g., academic instruction and correspondence with administration and other faculty.

## Use of Professional Accounts on Twitter (#REPresent)

| R Post Responsibly | E Post Equitably | P Post Professionally |
|---|---|---|
| **Be Aware of Photo "Opt-Outs":** Ensure that no photos are posted of students who filled out the district's Photo Opt-Out form, as identified by the "No Photo" flag in Infinite Campus. | **Add Accessible Text:** If you post a flier or a text-heavy image, add alt-text to make the flyer readable for visually-impaired users. You can also view other tips for accessibility. | **State School Affiliation:** Professional accounts should be readily identifiable as such, e.g. the account may include official titles or a recognized school logo. |
| **Maintain Student Privacy:** Employees should not post any language on social media that personally identifies a student. | **Use Plain Language:** Keep posts short and simple to ensure content is easy to read and understand. | **Use Your TUFSD Email Address:** If you are creating a professional account, use your @tufsd.org district email address. |
| **Engage in Professional Conduct:** The standards of conduct governing classrooms and school buildings apply to employees' conduct in online forums. | **Create and Share Inclusive Content** Use inclusive language, embrace diversity, be aware of cultural sensitivities, and conduct thorough research before sharing content. | **Tag District Account:** If posting on a professional account, tag the official district account @ufsdtarrytowns and add the hashtag #HorsemanPride |

## Use of Personal Social Media Accounts (#PAUSE)

| P Privacy | A Accountability | U Unaffiliated | S Students | E Ethics |
|---|---|---|---|---|
| Employees should be mindful of privacy settings and the limits of privacy settings on their personal social media accounts. Private communication can easily become public. | Employees should be mindful that conduct outside of work, including online activity related to their official duties, may subject them to discipline. | Employees shall not use a district logo on their personal social media or email accounts nor make representations concerning their official title. | Employees should not post personally identifiable student information on a personal social media account without the express permission of a parent/guardian. | Employees must not use their personal email or social media to communicate regarding school matters with students currently enrolled in their school, except for emergencies. |

## Responding to "Friend" Requests on Personal Social Media as School Staff

***Sample Sentence for staff to respond to "friend" requests on their personal Social Media account:***
If you are a student or a parent who requested to be my "friend" on social media, please do not be surprised or offended if I ignore your request. As an employee of the Public Schools of the Tarrytowns, policy discourages me from "friending" students or parents on my personal Facebook page. I would encourage you to follow our official District Social Media accounts.

# Branding Guidelines

## LOGO ASSETS

ALTERNATE LOGO



PRIMARY LOGO

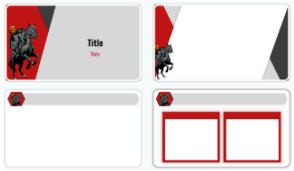



ATHLETICS LOGO



## TEMPLATES

POWERPOINT




HEADERS




SHARED DRIVE




## COLOR PALETTE

#3D3D3D #D60019 #FFCFD3 #D9D9D9 #FFFFFF

## BRAND FONTS

AVAILABLE IN CANVA

Playlist Script

Glacial Indifference

AVAILABLE IN GOOGLE DOCS

Oswald

Lato

# Acknowledgment Statement

This Tarrytown handbook has been prepared as a guide to provide you with an overview of some pertinent policies, procedures, and general information to assist you with your employment.

The district reserves the right to change, modify, alter, and/or amend any/all policies and procedures due to State mandates, Board of Education, and/or administrative policy modifications. Any / All policy modifications and policies are available in the online policy manual, which is located on our district's webpage.
Active Policies - Public Schools of the Tarrytowns BoardDocs® Pro

I acknowledge receipt of the employee handbook.

Please complete the Acknowledgement Statement Online: Acknowledgment Statement Sign-Off Form