

“Please raise your right hand and repeat after me

STATEMENT FROM THE NEWLY ELECTED BOARD PRESIDENT
STATEMENT FROM THE NEWLY ELECTED BOARD VICE PRESIDENT

Board President

5. Administration of Oath of Office to Superintendent of Schools

“Please raise your right hand and repeat after me

6. Appointment of District Clerk

Recommendation that Nancy Carney Jones be appointed as District Clerk for the 2019-2020 school year at an annual rate of compensation subject to BOE approval.

Administration of Oath of Office to the District Clerk

“Please raise your right hand and repeat after me”

7. Appointment of District Treasurer

Recommendation that Linda Gillespie be appointed as District Treasurer for the 2019-2020 school year at an annual rate of compensation subject to BOE approval.

8. Administration of Oath of Office to the District Treasurer

“Please raise your right hand and repeat after me”

Board President:

9. **Appointment of General Counsel to the Board of Education**

Recommendation that the firm of Ingerman Smith, LLP be engaged as legal counsel to the Board of Education during the 2019-2020 school year at an annual retainer fee of \$175,240 and to authorize the Board President to execute the letter of agreement dated July 1, 2019. [The annual retainer fee also includes the first three hundred (300) hours of legal services in connection with “Non-Retainer Services”. All excess hours will be billed at the rate of \$230 per hour. \$230 per hour will be charged for litigation, real estate, construction and other non-retainer matters].

10. **Appointment of Bond Counsel**

Recommendation that the firm of Hawkins Delafield & Wood be engaged as bond counsel for the 2019-2020 school year subject to the terms and conditions of an agreement to be approved by District Counsel. The Board of Education hereby authorizes the President of the Board of Education to execute said agreement on behalf of the Board of Education.

11. **Appointment of Bond Agent for Building Bond Issues**
Recommendation that Depository Trust be designated as paying agent, registration agent, and cremation agent for the Bond Account during the 2019-2020 school year. [No costs to the district].
12. **Appointment of Claims Auditor**
Recommendation that Cerini & Associates LLP be appointed as Claims Auditor for the 2019-2020 school year at a fee of \$24,000, subject to the terms and conditions of an agreement to be approved by District Counsel. The Board of Education hereby authorizes the President of the Board of Education to execute said agreement on behalf of the Board of Education.
13. **Appointment of Internal Auditors**
Recommendation that the firm of Nawrocki Smith LLP be engaged as Internal Auditors for the 2019-2020 school year at a fee not to exceed \$48,040 subject to the terms and conditions of an agreement to be approved by District Counsel. The Board of Education hereby authorizes the President of the Board of Education to execute said agreement on behalf of the Board of Education.
14. **Appointment of External Auditor**
Recommendation that the firm of Cullen and Danowski, LLP be engaged as external auditors for the 2019-2020 school year at a fee of \$44,500 in accordance with the agreement and to authorize the Board President to execute the agreement as approved by District Counsel and the engagement letter as approved by District Counsel.
15. **Appointment of District Construction Management Firm**
Recommendation that Park East Construction continue as Construction Manager for the 2019-2020 school year at a rate of 3% of construction costs.
16. **Appointment of Financial Advisors**
Recommendation that the firm of Capital Markets Assoc. be engaged as financial advisors to assist the district with tax anticipation notes for the 2019-2020 school year, subject to the terms and conditions of an agreement to be approved by District Counsel. The Board of Education hereby authorizes the President of the Board of Education to execute said agreement on behalf of the Board of Education.
17. **Appointment of Cooperative Bidding Agent**
Recommendation that Educational Data Services, Inc. be appointed as sole administrative agent for the Educational Cooperative Pricing System with respect to the district's Cooperative Supply Bids and Skilled Trade Bids for the 2019-2020 school year at an estimated fee of \$12,000 pursuant to acceptance of a letter of agreement and to authorize the Board President to execute the same.
18. **Appointment of Engineers/Architects**
Recommendation that BBS Architects & Engineer, P.C. be appointed as District Architect at a rate of 5% of construction costs for the 2019-2020 school year in

accordance with the terms and conditions of the Agreement between the District and BBS Architects & Engineer, P.C. dated December 14, 2017

19. **Appointment of Special Education Consultants**
Recommendation that the firm of Sivic Solutions Group, LLC be engaged as Special Education Consultants for the purpose of monitoring and filing for Medicaid reimbursement at a fee of a maximum of \$7,200 per year for the 2019-2020 school year.
20. **Central Treasurer: High School Extra-Classroom Activity Account**
Recommendation that for the 2019-2020 school year, William Marvin be appointed as Central Treasurer for the Extra-Classroom Activity Account in the High School as per RTA contract. Jay Pilnick is authorized as co-signer of checks which are subject to review by the claims auditor.
21. **Central Treasurer: Middle School Extra-Classroom Activity Account**
Recommendation that for the 2019-2020 school year, Diane Triebe be appointed as Central Treasurer for the Extra-Classroom Activity Account in the Middle School as per RTA contract. Craig Johanson is authorized as co-signer of checks which are subject to review by the claims auditor.
22. **Check-Signing Procedure**
Recommendation that the signatures of both the District Treasurer and the District Clerk be authorized and required to be affixed to all checks issued by the District and that such checks may be signed with the facsimile signatures of these District agents (as per revised policy #6410) and to further authorize the Assistant Superintendent for Business and Administration to serve as the alternate signatory for the District Treasurer and the Assistant Superintendent for Elementary Education and Assistant Superintendent for Secondary Education to serve as the alternate signatories for the District Clerk.
23. **Designation of Purchasing Agent**
Recommendation that the Assistant Administrator for Business be designated as Purchasing Agent and that in her absence the Assistant Superintendent for Business and Administration be responsible for the purchasing functions and authorized to sign purchase orders of the school district from July 1, 2019 to June 30, 2020.
24. **Designation of Bid Officials for the School Year 2019-2020**
Recommendation that the District Clerk and/or the Superintendent, or the Superintendent's designee, shall serve as the district bid officials for the 2019-2020 school year.
25. **School Lunch Officials**
Recommendation that School Lunch Manager be appointed as the official who will sign school lunch agreements, reports, and claims for the school lunch program for the 2019-2020 school year.
26. **Certification of Payrolls**
Recommendation that the Superintendent of Schools be appointed as the person authorized to certify bi-weekly payrolls of the District for the 2019-2020 school year.

27. **Insuring the Faithful Performance of Employees**
Recommendation that faithful performance coverage (Crime Insurance) be procured to cover all employees of the district as per General Municipal Law §11 and per the New York State Comptroller's five-point plan of June 2005. [For the 2019-2020 school year, Traveler's has issued a commercial crime policy to the Roslyn UFSD which provides Employee Dishonesty coverage for all district employees, School Board members, Audit Committee members, the Internal Auditor and the Claims Auditor, irrespective of names, positions or job titles. The limit is \$5,000,000 per loss (the highest limits available for any client)].
28. **Designation of Official Newspapers**
Recommendation that The Roslyn News, Long Island Business News, The Roslyn Times and/or Newsday be designated as newspapers in which all advertisements required by law may be published during the 2019-2020 school year as may be determined by the District Clerk.
29. **Appointment of School District Asbestos Designee**
Recommendation that for the 2019-2020 school year, the Assistant to the Superintendent for Administration and Special Projects be appointed as the person designated by the District to ensure all actions required by the Asbestos Hazard Emergency Response Act (AHERA) are implemented.
30. **Appointment of Asbestos Consultant / Environmental Consultant**
Recommendation that the firm of J.C. Broderick & Associates, Inc. be appointed as Asbestos Consultant / Environmental Consultant for the 2019-2020 school year in accordance with the fee schedule. [No change in fee; as needed basis].
31. **Appointment of Chemical Hygiene Officers**
Recommendation that the Assistant to the Superintendent for Administration and Special Projects and the Science Department Chairperson be appointed as the Chemical Hygiene Officers for the 2019-2020 school year.
32. **Petty Cash**
Recommendation that the amount of \$100.00 be advanced as petty cash to the Assistant Superintendent for Business and Administration, Assistant to the Superintendent for Administration and Special Projects, and each school building principal for the 2019-2020 school year.
33. **Appointment of Advertising Agency**
Recommendation that the firm of Miller Advertising be appointed as advertising agency for the 2019-2020 school year to be responsible for the placing of recruitment advertisements in various newspapers. [No charge to district]
34. **Designation of Depository for District Funds**
Recommendation that Roslyn Union Free School District funds be deposited/ invested for the 2019-2020 school year in banks designated below with the understanding that all participating banks will not charge for checks or services:

Banks: Capital One Bank
First National Bank of Long Island
Flushing Commercial Bank
New York CLASS

[The Board of Education may receive a recommendation during the fiscal year to add additional depositories to this list.]

35. **Appointment of District Records Management Officer**
Recommendation that the Assistant to the Superintendent for Technology and Security Infrastructure be appointed the District Records Management Officer for the 2019-2020 school year.
36. **Appointment of District Records Access Officers**
 - a) Recommendation that the School District Clerk be appointed District Records Access Officer for Freedom of Information Law (FOIL) requests for the 2019-2020 school year.
 - b) Recommendation that the School District Clerk be appointed District Records Access Officer for matters related to employee records for the 2019-2020 school year.
 - c) Recommendation that the Director of Guidance be appointed District Records Access Officer for Family Educational Rights and Privacy Act (FERPA) requests for the 2019-2020 school year for matters related to student records.
37. **Appointment of Chief Emergency Officer**
Recommendation that the Assistant to the Superintendent for Administration and Special Projects be appointed as the Chief Emergency Officer for the 2019-2020 school year.
38. **Appointment of Designated Educational Official (DEO)**
Recommendation that pursuant to the SAVE (Safe Schools Against Violence in Education) legislation, Chapter 181 of the Laws of 2000, the Superintendent of Schools be appointed as the District's Designated Educational Official (DEO) for the 2019-2020 school year.
39. **Appointment of Equal Employment Opportunity Officer (EEO)**
Recommendation that the Assistant Superintendent for Business and Administration be appointed the District Equal Employment Opportunity Officer for the 2019-2020 school year.
40. **Appointment of Section 504 Compliance Officer (Special Education)**
Recommendation that the Director of Pupil Personnel Services be appointed District Section 504 Compliance Officer for the 2019-2020 school year.
41. **Appointment of Title IX Compliance Officer (Gender Equity)**
Recommendation that the Assistant Administrator for Business and the Assistant Superintendent for Secondary Education be appointed District Title IX Compliance Officers for the 2019-2020 school year.

42. **Appointment of DASA (Dignity for All Students) Coordinators**
Recommendation to appoint each building principal, each building assistant principal and the high school's dean of students as DASA Coordinators for the 2019-2020 school year.

43. **Appointment of School District Physicians/Medical Director**
Recommendation that New York University, d/b/a NYU School of Medicine NYU Winthrop Hospital – Pediatrics be appointed for the school year 2019-2020 in accordance with the existing letter of agreement (pending execution of an agreement as approved by attorneys).

44. **Appointment of Committee on Pre-K Special Education for 2019-2020**
Recommendation that the following individuals be appointed to the Committee on Pre-K Special Education for the 2019-2020 school year:

Chairperson: Director of Pupil Personnel Services
Co-Chairpersons: Assistant Director(s) of Pupil Personnel Services
Parent Members:

<u>Name</u>	<u>Address</u>
Gilbert, Dr. Alison	86 Barberry Lane, East Hills, NY 11577
Wasserman, Jocelyn	59 Midwood Cross, Roslyn, NY 11576

45. **Appointment of Committee on Special Education for 2019-2020**
Recommendation that the following individuals be appointed to the Committee on Special Education for the 2019-2020 school year:

Chairpersons: Director of Pupil Personnel Services
Assistant Director(s) of Pupil Personnel Services
Physician: To be assigned by New York University,
d/b/a NYU School of Medicine
NYU Winthrop Hospital – Pediatrics

Parent Members:

<u>Name</u>	<u>Address</u>
Adler, Deborah	50 Peacock Drive, Roslyn, NY 11576
Freeman, Brooke	22 Hummingbird Drive, Roslyn, NY 11577
Gilbert, Dr. Alison	86 Barberry Lane, East Hills, NY 11577
Kanner, Lynne	44 Entrance Road, Roslyn, NY 11577
Schwartz, Marci	30 Spruce Street, Roslyn Harbor, NY 11576
Wasserman, Jocelyn	59 Midwood Cross, Roslyn, NY 11576

46. **Appointment of Sub-Committee on Special Education for 2019-2020**
Recommendation that the following individuals be appointed to the Sub-Committee on Special education for the 2019-2020 school year:

Chairpersons: Director of Pupil Personnel Services
Assistant Director(s) of Pupil Personnel Services
School Psychologists

Physician: To be assigned by New York University,
d/b/a NYU School of Medicine
NYU Winthrop Hospital – Pediatrics

47. **Appointment of Parent Surrogates for 2019-2020**

Recommendation that the following individual be appointed as a parent surrogate for the 2019-2020 school year:

Wasserman, Jocelyn 59 Midwood Cross, Roslyn, NY 11576

48. **Appointment of Impartial Hearing Officers 2019-2020**

Recommendation that pursuant to the amendments to Section 2002 of the Regulations of the Commissioner of Education, effective July 31, 1998, relating to the establishment and rotation of the list of impartial hearing officers, the Board of Education of the Roslyn Union Free School District hereby appoints the following list of individuals who are certified and eligible to serve as impartial hearing officers in Nassau County for students with disabilities:

IHO Rotation List for 2019-2020		
Walsh, James	Finkelstein, Sharyn	Murphy, Leah
Walsh Marion	Flame, Lana	Naun, John
Wanderman, Carl	Gronbach, Vanessa	Nisely, Robert
Washington, Denise	Guerra, Jeffrey	Noe, Mary
Wolman, Mindy	Haken, Stephen	Passman, Julie
Ziev, Joel	Hughes, Sherri	Peters, Gary
Agoston, Linda	Itzla, Amy	Peters, Kenneth
Albert, Peter	Joyner, Theresa	Peyser, Helene
Almeleh, Lynn	Kandilakis, George	Phelan, Patricia
Barbour, Susan	Keefe, Jeanne	Reichel, Heidi
Bilik, James	Kehoe, Martin	Richmond, Susan
Brandenburg, Wendy	Kestenbaum, Elise	Ritzenberg, Kenneth
Brandow, Regina	Lassinger, Dora	Roth, Roslyn
Briglio, Robert	Lazan, Michael	Schad, Jerome
Cohen, Diane	Lederman, Nancy	Schiff, Martin
Cuttler-Igoe, Ellen	Lowenkron, Ruth	Schiro, Jeffrey
Daniel, Audrey	Lushing, Susan	Schneider, Judith
Deleon, Edgar	Marsico, Richard	Silver, Marjorie
Dewan, Debra	McKeever, James	Silverson, Jeffrey
Ebenstein, Barbara	Millman, Tina	Tessler, Craig
Farago, John	Monk, James	Venezia, Arthur
Feinberg, Rona	Moore, Christine	Wahrman, Israel

49. **Appointment of Board Representatives authorized to appoint Impartial Hearing Officers**

WHEREAS, a board of education is required by Section 200.5 of the Regulations of the Commissioner of Education to initiate the process for selecting an impartial hearing officer by no later than two (2) business days after receipt by the school district of a written request for hearing by a parent or guardian of a disabled student; and

WHEREAS, the Commissioner's Regulations specifically authorize a board of education to designate one or more of its members to appoint an impartial hearing officer in lieu of action by the full board in order to meet the timelines of the amended Regulations;

BE IT RESOLVED, that the President of the Board of Education, or on the occasion of his or her absence or inability, the Vice President of the Board of Education, is hereby authorized and directed to appoint an impartial hearing officer from the District's alphabetical rotational list previously adopted by the Board of Education

50. **Medicaid Compliance Officer**

Recommendation that the Director of Pupil Personnel Services be appointed District Medicaid Compliance Officer for the 2019-2020 school year.

51. **Homeless Liaison**

Recommendation that the Director of Guidance be appointed as the Homeless Liaison for the summer of 2019 and District Social Worker be appointed as the Homeless Liaison from September 2019 to June 2020.

52. **2019-2020 Free and Reduced Price Meal/Special Milk Program**

Recommendation that the Board of Education of the Roslyn Union Free School District, the governing body of this School Food Authority, hereby accepts the 2019-2020 Free and Reduced Price Meal/Special Milk Program Policy Statement, including the Family Income Eligibility Criteria and all attachments, as prescribed by the State Education Department, and authorizes the President of the Board to execute the prescribed Certificate of Acceptance on behalf of the District.

- a) Recommendation that the School Lunch Manager be appointed as the Hearing Official in connection with the Free and Reduced Price Meal/Special Milk Program.
- b) Recommendation that District Social Worker be appointed as the Reviewing Official and Verification Official in connection with the Free and Reduced Price Meal/Special Milk Program.

53. **BE IT RESOLVED**, that the Roslyn Union Free School District hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Social Security # (Last 4 Digits)	Registration #	Standard Work Day (Hrs/Day)	Term Begins/ Ends	Participates in Employer's Time Keeping Systems (Y/N)	Days/ Month (based on Record of Activities)
District Clerk	Nancy Carney Jones	6434	50467695	7	7/1/2019 Thru 6/30/2020	Yes	
District Treasurer	Linda Gillespie	9540	43466101	7	7/1/2019 Thru 6/30/2020	No	5.71

54. **Annual School District Policy Review**

a) **Financial Policies**

Recommendation that pursuant to the provisions of General Municipal Law the financial policies of the Roslyn UFSD continue to be subject to an annual review by the Board of Education and its designated representatives including members of the professional staff and members of the Citizen Audit Advisory Committee. [Policies to be reviewed on an annual basis are Purchasing #6700 (*Currently under policy review*), Investment #6240 (*Currently under policy review*) and Budget Transfers #6140 (*Reviewed/Revised/Adopted 10/6/2016*) (**Attachment R53a**)

b) **District Owned Cell Phone Policy**

Recommendation that the District Owned Cell Phone Policy #8332 of the Roslyn UFSD continue to be subject to an annual review by the Board of Education and its designated representatives (*Currently under policy review*)

c) **Use of Facilities**

Recommendation that the Use of Facilities Policy #1500 continue to be reviewed annually by the Board of Education (*Currently under policy review*)

d) **Advertising in the Schools**

Recommendation that the Advertising in the Schools Policy #1511 continue to be reviewed annually by the Board of Education (*Currently under policy review*)

e) **Dignity for All Students Act**

Recommendation that the DASA Policy continue to be reviewed annually (**Attachment R53e**)

55. **Memberships**

Recommendation that the following professional organizations be approved for possible membership for the 2019-2020 school year:

a) Board Memberships

- National School Boards Association
- New York State School Boards Association
- Nassau-Suffolk School Boards Association

b) Memberships

- New York State Council of School Superintendents
- Nassau County Council of School Superintendents
- Nassau County Council of School Superintendents (Northwest Quadrant)
- American Association of School Administrators
- Association for Supervision and Curriculum Development
- Nassau Association of District Curriculum Officials
- LI Association for Supervision and Curriculum Development
- American Association of School Personnel Administrators
- NYS Association of School Personnel Administrators
- Long Island Association of School Personnel Administrators
- Nassau Association of School Business Officials
- NYS Association of School Business Officials
- Long Island School Public Relations Association
- National Notary Association
- North American Association of Educational Negotiators
- Long Island School Nutrition Directors' Association
- American Education Research Association
- Nassau County Chapter New York State School Facilities Association
- Association of School Business Officials International

c) Other memberships as authorized by the Superintendent of Schools or his/her designee

56. **Annual Reaffirmation of School Employees and Officers Indemnification**

Recommendation that the Board of Education of the Roslyn Union Free School District hereby reaffirms its adoption of Public Officer's Law §18 as adopted on August 7, 1986.

57. **WHEREAS**, the Roslyn Union Free School District wishes to manage its exposure to workers' compensation liability;

WHEREAS, the Nassau County Schools Cooperative Self-Insurance Plan for Workers' Compensation (the "Plan") was formed for the purposes of providing efficient and economical evaluation, processing, administration, defense and payment of claims against Plan members for workers' compensation and employers' liability payments through self-insurance and otherwise;

WHEREAS, the Plan is aimed at effecting costs savings insofar as may be possible in Plan members' expenses for such claims and services and to provide risk management to reduce future liability for workers' compensation and employers' liability;

WHEREAS, the Roslyn Union Free School District is committed to maximizing efficiencies whenever possible and in the best interest of the School District;

WHEREAS, by resolution at a duly convened Board meeting on February 27, 2014, the Board of Education of the Roslyn UFSD entered into membership in the Plan pursuant to Section 119-o of the General Municipal Law;

WHEREAS, the School District is desirous of continuing its participation in the Plan for the reasons set forth herein;

WHEREAS, the Board of Education has determined that membership in this cooperative is the most economical and efficient manner in which to administer and manage the District's workers compensation liability;

WHEREAS, the Board of Education shall evaluate its participation in a cooperative each year; and,

NOW THEREFORE, BE IT RESOLVED that the Board of Education of the Roslyn Union Free School District elects to continue its membership in the Nassau County Schools Cooperative Self-Insurance Plan for Workers' Compensation for the 2019-2020 school year pursuant to the terms and conditions of the Nassau County Schools Cooperative Self-Insurance Plan for Workers' Compensation Agreement dated February 27, 2014; and,

BE IT FURTHER RESOLVED, that the Board of Education appoints the Assistant Superintendent for Business and Administration, or his designee, as representative of Roslyn UFSD to the Board of Trustees of the Nassau County Schools Cooperative Self-Insurance Plan for Workers Compensation.

ADJOURNMENT TO THE PUBLIC BUSINESS MEETING

ROSLYN UNION FREE SCHOOL DISTRICT**BUDGET TRANSFERS****POLICY 6140**

The transfer of funds between and within functional unit appropriations of the budget is commonly required during the school year and is permitted by the regulations of the Commissioner of Education. The Superintendent of Schools, upon the adoption of a resolution by the Board of Education and in accordance with the Regulations of the Commissioner of Education, is authorized to make budget transfers between and within functional unit appropriations. Notwithstanding the foregoing, transfers to contingent line item codes for non-personnel line item expenditures may not be made without the prior approval of the Board of Education. The Superintendent of Schools will report any transfers to the Board of Education as an information item at its next meeting.

Transfers between function codes may not be made without the prior approval of the Board of Education.

Cross Ref:

Ref: Education Law §1718
8 NYCRR §170.2(l)

Adoption date: October 6, 2016

ROSLYN UNION FREE SCHOOL DISTRICT**DASA****BOARD OF EDUCATION POLICY 0115**

The School District is committed to providing a positive, safe and supportive learning environment where students are free from bullying, harassment and discrimination.

“Harassment” and “Bullying” are the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying shall include, but not be limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition the term “threats, intimidation or abuse” shall include verbal and non-verbal actions.

“Cyberbullying” shall mean harassment or bullying as defined above, where such harassment or bullying occurs through any form of electronic communication.

The School District aims to foster an educational setting wherein all students are treated with respect and dignity.

The School District acknowledges that bullying and other forms of harassment or discrimination are disruptive and harmful to our students. Because bullying and other forms of harassment or discrimination are detrimental to our learning environment, our sense of community, and an individual's well-being, the School District does not and will not condone bullying, harassment or discrimination of any kind. The School District strictly prohibits all forms of bullying, harassment and discrimination of students by district employees or students on school property or at school functions, regardless of whether they are conducted on the premises of the School District. The School District also prohibits all forms of off-campus bullying, harassment or discrimination including, but not limited to, “cyber-bullying,” which may include the use of instant messaging, e-mail, websites, chat rooms and text messaging or other form of electronic communication, or other acts in violation of this policy when such acts occurs off school property and create or would foreseeably create a risk of substantial disruption within the school

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environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

The Principal of the school where the incident occurred is the school employee charged with receiving reports of harassment, bullying and discrimination.

Any student who believes that he or she is being bullied, harassed or discriminated against, or who has knowledge of bullying, harassing or discriminating behavior should report it. Students may make oral or written reports of bullying, harassment or discrimination to any staff member.

All School District personnel are responsible for taking action if they become aware of any bullying, harassment or discrimination against a student. Staff members must make an oral report promptly of all complaints of bullying, harassment, and discrimination that they receive from students or others, whether oral or written, as well as any instances of bullying, harassment or discrimination that they are aware of, to the Principal of the school where the incident occurred not later than one school day after receipt of a report or witnessing an incident and must file a written report with the Principal of the school where the incident occurred not later than two school days after making the oral report.

Bullying, harassment or discrimination of a sexual nature, as defined by the School District's sexual harassment policy, must be reported to the School District's Title IX officer. Bullying, harassment or discrimination which involves criminal activity, or where there is reasonable belief that criminal activity may occur, must be immediately reported to the Principal of the school where the incident occurred. If the Principal of the school where the incident occurred believes that any harassment, bullying or discrimination constitutes criminal conduct, he/she shall promptly notify the appropriate local law enforcement agency. To the extent possible, allegations of bullying, harassment or discrimination will be kept confidential; however, the School District reserves the right to disclose the identity of the parties and witnesses in appropriate circumstances to individuals with a need to know.

The Principal of the school where the incident occurred will lead the investigation of all reports of harassment, bullying and discrimination and will ensure each investigation is completed promptly after receipt of any written report. All reports of bullying, harassment or discrimination will be thoroughly investigated and prompt action will be taken by the school where the incident occurred to address the verified allegations, including the imposition of appropriate disciplinary measures in accordance with

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applicable law and the School District's Code of Conduct. Actions will be reasonably calculated to end the harassment, bullying or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of behavior, and ensure the safety of the student(s) against whom the bullying, harassment or discrimination was directed. Actions shall be consistent with the guidelines created by the School District, in accordance with law and this policy, for measured, balanced and age-appropriate responses to instances of harassment, bullying and discrimination.

All Principals shall make regular reports to the Superintendent on data and trends related to harassment, bullying and discrimination in their schools.

The School District expressly prohibits any retaliation against complainants, victims, witnesses and/or any individuals, who initiate, testify, participate or assist in the investigation of any allegation or report of bullying, harassment or discrimination. The School District's administrators will monitor participants in investigations and victims of bullying, harassment or discrimination to ensure that the behavior has ceased, no retaliation has occurred and support or counseling has been afforded to the involved individuals, as needed.

The School District will create guidelines for training and will provide training to staff, in accordance with the requirements of state law and the Regulations of the Commissioner of Education, which will include, but not be limited to: raising awareness and sensitivity to potential bullying, harassment or discrimination and the effects of bullying, harassment or discrimination, including cyberbullying, on students; enabling staff to prevent and respond to incidents of bullying, harassment or discrimination; addressing social patterns of harassment, bullying and/or discrimination, the identification and mitigation of such acts, and strategies for effectively addressing problems of exclusion, bias and aggression in educational settings; ensuring effective implementation of school policy on conduct and discipline; and including safe and supportive school climate concepts in curriculum and classroom management.

The School District shall ensure that the course of instruction in grades kindergarten through twelve includes a component on civility, citizenship and character education. Such component shall instruct students on the principles of honesty, tolerance, personal responsibility, respect for others, with an emphasis on discouraging acts of harassment, bullying and discrimination, observance of laws and rules, courtesy, dignity and other traits which will enhance the quality of their experiences in, and contributions to, the community. The component shall support the development of a school environment free

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of harassment, bullying and discrimination and shall also include instruction on the safe, responsible use of the internet and electronic communications. For purposes of this policy, "tolerance," "respect for others" and "dignity" shall include awareness and sensitivity to bullying, discrimination or harassment and civility in the relations of people of different races, colors, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, genders and sexes.

In accordance with state law, the Superintendent of Schools shall ensure that at least one staff member at every school be designated as a Dignity Act Coordinator who is approved by the Board and who will be instructed in the provisions of the Dignity for All Students Act; thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex; and provided training: (1) which addresses the social patterns of harassment, bullying and discrimination, including but not limited to those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex; (2) in the identification and mitigation of harassment, bullying and discrimination; and (3) in strategies for effectively addressing problems of exclusion, bias, and aggression in educational settings. Each Coordinator shall be employed by the District and be licensed and/or certified by the Commissioner as a classroom teacher, school counselor, school psychologist, school nurse, school social worker, school administrator or supervisor, or Superintendent of Schools. The name and contact information of the Dignity Act Coordinator shall be disseminated in accordance with state law and the Commissioner's Regulations.

The Superintendent of Schools or his/her designee shall develop and implement a school strategy to prevent harassment, bullying and discrimination as well as procedures and guidelines, as needed, to fulfill the purpose of this policy in the School District, including intervention and non-discriminatory instructional and counseling methods and guidelines relating to the development of measured, balanced and age-appropriate responses to instances of harassment, bullying or discrimination by students, with remedies and procedures following a progressive model that make appropriate use of intervention, discipline and education, vary in method according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors, and are consistent with the School District's Code of Conduct.

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The School District will maintain current versions of this policy on its website and require that at least once during each school year, each school provide its employees, students and parents with a written or electronic copy of this policy, or a plain-language summary thereof, including the notification process by which students, parents and school employees may report harassment, bullying and discrimination.

The School District shall report material incidents of discrimination and harassment of students to the Department of Education as mandated by the Regulations of the Commissioner of Education, but in no case less than on an annual basis.

Ref: Education Law, Article 2
 Education Law § 801-a
 8 NYCRR §§ 100.2(c), (jj), (kk)

Cross References: Policy 5300: Code of Conduct

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