

NOTICE OF MEETING
BOARD OF EDUCATION
ROSLYN UNION FREE SCHOOL DISTRICT

To be held on **Thursday, July 2, 2020** at
8:00 AM

A G E N D A

ANNUAL RE-ORGANIZATION MEETING [2020-2021]

Preliminary Announcements

The Roslyn Union Free School District continues to take steps to reduce the potential for exposure to the coronavirus (COVID-19). The District's efforts in this regard are made in furtherance of federal, state, and local mandates to limit any and all public gatherings.

As authorized by Governor Andrew M. Cuomo's Executive Order No. 202.1, issued on March 12, 2020, and as extended by subsequent Executive Orders, this meeting is being held remotely by videoconferencing and the public will not be permitted to attend the meeting in-person. The Board of Education will make a motion setting forth the manner in which the meeting will be conducted and waiving any applicable policies or common practices with respect to the conduct of the meeting. The public participation portion of the meeting will be suspended. The meeting will be video broadcasted in order to provide the public with the ability to view the meeting. This meeting will also be recorded and later transcribed in accordance with Executive Order 202.1, as extended.

Board President: Call to Order

"There being a quorum of the Board of Education present, I hereby call to order this Annual Re-organization Meeting of the Roslyn Union Free School District Board of Education on Thursday, July 2, 2020."

Pledge of Allegiance

*****ELECTIONS, APPOINTMENTS AND ACTIONS*****

District Clerk:

1. Administration of Oath of Office to Newly Elected Board Members

Name: Meryl Waxman Ben-Levy

Term: July 1, 2020 - June 30, 2023

Name: Clifford Saffron

Term: July 1, 2020 - June 30, 2023

"Please raise your right hand and repeat after me"

2. Nomination for the Office of President of the Board for 2020-2021

“Nominations are now in order for the Office of President.”

Election of President:	Name(s)	
Motion	Second	Vote

3. Nomination for the Office of Vice President of the Board for 2020-2021

“Nominations are now in order for the Office of Vice President.”

Election of Vice President:	Name(s)	
Motion	Second	Vote

4. Administration of Oath of Office to President and Vice President

“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 2020-2021 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 Suzanne Basilicato be appointed as District Treasurer for the 2020-2021 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 2020-2021 school year at an annual retainer fee of \$175,000 and to authorize the Board President to execute the letter of agreement dated July 1, 2020. [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 \$245 per hour. \$245 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 2020-2021 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 2020-2021 school year. [No costs to the district].

12. **Appointment of Claims Auditor**

Recommendation that Cerini & Associates LLP be appointed as Claims Auditor for the 2020-2021 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 2020-2021 school year at a fee not to exceed \$50,500 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 2020-2021 school year at a fee of \$45,000 in accordance with the agreement and to authorize the Board President to execute the agreement as approved by District Counsel and the engagement letter for the 2020-2021 audit as approved by District Counsel.

15. **Appointment of District Construction Management Firm**

Recommendation that Park East Construction continue as Construction Manager for the 2020-2021 school year at a rate of 3% of construction costs.

16. **Appointment of Financial Advisors**

Recommendation that the firm of Capital Markets Advisors, LLC be engaged as financial advisors to assist the district with tax anticipation notes for the 2020-2021 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 2020-2021 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 2020-2021 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 2020-2021 school year.
20. **Central Treasurer: High School Extra-Classroom Activity Account**
Recommendation that for the 2020-2021 school year, William Marvin be appointed as Central Treasurer for the Extra-Classroom Activity Account in the High School as per RTA contract. Dave Lazarus 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 2020-2021 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, 2020 to June 30, 2021

24. **Designation of Bid Officials for the School Year 2020-2021**
Recommendation that the District Clerk and/or the Superintendent, or the Superintendent's designee, shall serve as the district bid officials for the 2020-2021 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 2020-2021 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 2020-2021 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 2020-2021 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 2020-2021 school year as may be determined by the District Clerk.
29. **Appointment of School District Asbestos Designee**
Recommendation that for the 2020-2021 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 2020-2021 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 2020-2021 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 2020-2021 school year.

33. **Appointment of Advertising Agency**

Recommendation that the firm of Miller Advertising be appointed as advertising agency for the 2020-2021 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 2020-2021 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 2020-2021 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 2020-2021 school year.
- b) Recommendation that the School District Clerk be appointed District Records Access Officer for matters related to employee records for the 2020-2021 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 2020-2021 school year for matters related to student records.

37. **Appointment of Chief Privacy Officer**

Recommendation that the Program Specialist for Technology Expansion be Appointed as the Chief Privacy Officer for the 2020-2021 school year.

38. **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 2020-2021 school year.

39. **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 2020-2021 school year.
40. **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 2020-2021 school year.
41. **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 2020-2021 school year.
42. **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 2020-2021 school year.
43. **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 2020-2021 school year.
44. **.Appointment of Policy 0100 Prohibition Against Sexual Harrassment**
Recommendation to appoint the Assistant Superintendent for Business and Administration and the Assistant Superintendent for Elementary Education be appointed District Compliance Officers for Policy 0100 prohibition Against Sexual Harassment for the 2020-2021 school year
45. **Appointment of Policy 9645 Compliance Officer**
Recommendation that the District Clerk be appointed Compliance Officer for Policy 9645 Disclosure of Wrongful or Unlawful Conduct (Whistleblower Policy) for the for the 2020-2021 school year.
46. **Appointment of School District Physicians/Medical Director**
Recommendation that South Nassau Communities Hospital, dba Mount Sinai South Nassau be appointed for the school year 2020-2021 in accordance with the letter of agreement (pending execution of an agreement as approved by District Counsel).
47. **Appointment of Committee on Pre-K Special Education for 2020-2021**
Recommendation that the following individuals be appointed to the Committee on Pre-K Special Education for the 2020-2021 school year:
- | | |
|------------------|---|
| Chairpersons: | Director of Pupil Personnel Services |
| | Assistant Director(s) of Pupil Personnel Services |
| Co-Chairpersons: | School Psychologists |

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

48. **Appointment of Committee on Special Education for 2020-2021**

Recommendation that the following individuals be appointed to the Committee on Special Education for the 2020-2021 school year:

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

Physician: Dr. Ronald Marino

Parent Members:

<u>Name</u>	<u>Address</u>
Adler, Deborah	50 Peacock Drive, Roslyn, NY 11576
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

49. **Appointment of Sub-Committee on Special Education for 2020-2021**

Recommendation that the following individuals be appointed to the Sub-Committee on Special education for the 2020-2021 school year:

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

Physician: Dr. Ronald Marino

50. **Appointment of Parent Surrogates for 2020-2021**

Recommendation that the following individual be appointed as a parent surrogate for the 2020-2021 school year:

Wasserman, Jocelyn 59 Midwood Cross, Roslyn, NY 11576

51. **Appointment of Impartial Hearing Officers 2020-2021**

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 2020-2021		
Albert, Peter Almeleh, Lynn Botwinik Barbour, Susan M. Bilik, James D. Brandenburg, Wendy K. Brandow, Regina E. Brescia, Jeanmarie Briglio, Robert Cohen, Diane Cutler-Igoe, Ellen Daniel, Audrey DeLeon, Edgar Dewan, Debra Siedman Ebenstein, Barbara J. Farago, John Feinberg, Rona Finkelstein, Sharyn Flame, Lana S. Gronbach, Vanessa Guerra, Jeffrey Haken, Stephen Hughes, Sherri L. Itzla, Amy Lynne	Joyner, Theresa R. Kandilakis, George Keefe, Jeanne Kehoe, Martin J. Kestenbaum, Elise Lassinger, Dora Lazan, Michael Lederman, Nancy Lowenkron, Ruth Lucasey, Jean M. Lushing, Susan Marsico, Richard McKeever, James Millman, Tina Monk, James A. Moore, Christine Murphy, Leah L. Naun, John Nisely, Robert Noe, Mary Passman, Julie Peters, Gary D. Peters, Kenneth	Peyser, Helene Reichel, Heidi Richmond, Susan Mills Ritzenberg, Kenneth S.

52. **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.

53. **Medicaid Compliance Officer**
Recommendation that the Director of Pupil Personnel Services be appointed District Medicaid Compliance Officer for the 2020-2021 school year.
54. **Homeless Liaison**
Recommendation that the Director of Guidance be appointed as the Homeless Liaison for the summer of 2020 and District Social Worker be appointed as the Homeless Liaison from September 2020 to June 2021.
55. **2020-2021 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 2020-2021 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.
56. **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 Investment #6240 and Budget Transfers #6140 **(Attachment R56a)**
 - 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. **(Attachment R56b)**
 - c) **Use of Facilities**
Recommendation that the Use of Facilities Policy #1500 continue to be reviewed annually by the Board of Education **(Attachment R56c)**
 - d) **Advertising in the Schools**
Recommendation that the Advertising in the Schools Policy #1511 continue to be reviewed annually by the Board of Education. **(Attachment R56d)**

e) **Dignity for All Students Act**

Recommendation that the DASA Policy continue to be reviewed annually
(Attachment R56e)

57. **Memberships**

Recommendation that the following professional organizations be approved for possible membership for the 2020-2021 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**

58. **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.

59. **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 2020-2021 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

The Board of Education views purchasing as serving the educational program by providing necessary supplies, equipment and related services. Purchasing will be centralized in the business office under the authority of the Purchasing Agent designated by the Board.

It is the goal of the Board of purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended. Competitive bids or quotations shall be solicited in connection with purchases pursuant to law. "The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. *The district has elected to maintain limits of \$10,000 for purchase contracts and \$20,000 for public work contracts beyond which bids will be solicited.*"

In accordance with law, the district shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats. The term "alternative format" shall mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the district (or program of a BOCES), including but not limited to Braille, large print, open and closed captioned, audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.

Purchases involving the expenditure of federal funds, federal grants and/or federal awards

For all purchase contracts involving the expenditure of federal funds, federal grants and/or federal awards, the district shall comply with the Uniform Guidance procurement rules issued by the United States Office of Management and Budget.

Goods and services which are not required by law to be procured by the district through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

Best Value

When it is in the best interests of the School District, contracts for purchases of materials, supplies or equipment (except printed material), may be awarded to a responsive and responsible bidder on the basis of "best value" in accordance with the requirements of General Municipal Law, section 103 and State Finance Law, section 163. When the School District determines to award a purchase contract on the basis of "best value," the bid specifications shall identify the criteria and rating system to be utilized in making a "best value" determination. The purchasing agent shall maintain documentation reflecting said criteria and rating system, as well as the evaluation of each bidder's bid in connection with same.

Procurement of goods and services pursuant to a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision therein

The School District, may, when permitted by law and applicable contract terms, utilize contracts let by the United States of America, any agency thereof, any state or any other county or political subdivision or district therein if such contract was let in a manner consistent with New York State law and made available for use by the School District.

Alternative proposals or quotations will be secured by requests for proposals, written quotations or any other appropriate method of procurement, except for procurements:

1. under a county contract;
2. under a state contract;
3. of articles manufactured in state correctional institutions; or
4. from agencies for the blind and severely disabled.

The district's purchasing activity will strive to meet the following objectives:

1. to effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
2. to obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Purchasing Agent in cooperation with the requisitioning authority. The educational welfare of the students is the foremost consideration in making any purchase;
3. to ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the district;
4. to maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
5. to ensure, through the use of proper internal controls, that loss and /or diversion of district property is prevented.

Opportunities shall be provided to all responsible suppliers to do business with the school district. Purchases will be made through available state contracts of the Office of General Services, county contracts, or agreements entered into by school districts for joint purchasing whenever such purchases are in the best interests of the district. In addition, the district will make purchases from correctional institutions and severely disabled persons through charitable or non-profit-making agencies, as provided by law.

The district will provide justification and documentation of any contract awarded to an offer or other than the lowest responsible dollar offer or, setting forth the reasons why such award is in the best interests of the district and otherwise furthers the purposes of section 104-b of the General Municipal Law.

The Purchasing Agent will not be required to secure alternative proposals or quotations for:

1. emergencies where time is a crucial factor;
2. procurements for which there is no possibility of competition (sole source items); or
3. very small procurements (\$1,000.00 or less) when solicitations of competition would not be cost-effective.

The Board authorizes the Superintendent of Schools, with the assistance of the Purchasing Agent, the Treasurers and the Internal Auditors to establish and maintain an internal control structure to ensure, to the best of their ability, that the district's assets will be safeguarded against loss from unauthorized use of disposition, that transactions will be executed in accordance with the law and district policies and regulations, and recorded properly in the financial records of the district.

The Purchasing Agent, Treasurers and Internal Auditors shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities in the district. Such procedures shall comply with all applicable laws and regulations of the state and the Commissioner of Education.

No Board member, officer or employee of the school district shall have an interest in any contract entered into by the Board or the district, as provided in Article 18 of the General Municipal Law.

The Purchasing Agent shall meet with the Board annually to review the district's procurement procedures including this purchasing policy and regulation.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the district's policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the district or any officer or employee of the district.

:AMK

Adopted: 12/1989

Revised: 12/1994

7/2005

7/2013

November 21, 2019

Ref.: Education Law §§305(14); 1604(29-a); 1709(4-a)(9)(14)(22); 2503(7-a); 2554(7-a)
General Municipal Law §§102l 103; 104-b; 109-a; 800 et seq.; State Finance Law §163

Cross Ref.:

The Board of Education authorizes an investment program for the School District. Investments are viewed as a critical ingredient of sound fiscal management, the purpose of which is to secure a maximum yield of interest revenues to supplement other School District revenues for the support of the education program of the school system.

The objectives of the School District's investment program are to safeguard School District funds and to minimize risk, to ensure that investments mature when cash is required to finance operations, and to ensure a competitive rate of return.

The School District authorizes the Assistant Superintendent for Business, in cooperation with the District Treasurer, to manage all activities associated with the investment program in such manner as to accomplish all the objectives and intents of this policy. These responsibilities will also include annual review and assessment of the School District's investment program, and filing a report with his/her recommendations annually with the Board of Education. Such report shall address any relevant recommendations of the independent auditor. The District Treasurer is further authorized to execute in the name of the Board of Education any and all documents relating to the investment program in a timely manner as well as to utilize reputable consultants regarding investment decisions when necessary. A monthly progress report of investments will be given to the Board of Education. Concentration of investments in a single financial institution should be avoided. Diversification of investments and deposits is encouraged.

The School District's investment program will be administered in such a way as to assure:

1. That all participants exercise good judgment and care in the management of the School District's investments; act responsibly as custodians of the public trust; and refuse to participate in any transaction that might impair the public's confidence in the School District;
2. The continual process of temporary investing of all fund balances and moneys available to the School District for investment purposes;
3. The maintenance of a yearly cash flow chart, revised following each transaction, that will provide data to assist proper planning and decision making regarding amount, duration, and type of investments for the School District;
4. The School District may use any of the following investment instruments when investing School District funds as listed in section 11 of the General Municipal Law:
 - Special time deposit accounts or certificates of deposit;
 - Obligations of the United States of America (e.g., U.S. Treasury Bills and Notes);
 - Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
 - Obligations of the State of New York;

- Obligations of other municipalities issued pursuant to Local Finance Law sections 24.00 (Tax Anticipation Notes) or 25.00 (Revenue Anticipation Notes), with the approval of the State Comptroller;
 - Obligations of the School District, but only with any moneys in reserve funds established pursuant to General Municipal Law sections 6-d, 6-j, 6-l, 6-m, 6-n, 6-p, and 6-r; and
 - By participation in cooperative investment programs with other authorized governmental entities pursuant to Article 5-G of the General Municipal Law, where such a program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46;
5. The utilization of an open competition system of bids and/or quotes to obtain maximum yield possible on all investments from both in-district and out-of-district financial institutions; such institutions and depository banks are designated annually by the Board of Education at the annual reorganization meeting;
 6. All financial institutions where School District funds are deposited provide a statement to the School District of their collateral in the form of a list of the securities pledged at market value, letters of credit and/or deposit placement program; periodically the Treasurer shall physically inspect the collateral; and
 7. That all School District investments are in compliance with the law.

The Superintendent of Schools, his/her designee, shall develop administrative procedures to ensure the appropriate management of School District investments in accordance with this policy.

This policy will be annually reviewed by the Board of Education and may be amended from time to time in accordance with the provisions of section 39 of the General Municipal Law.

Cross-ref:

Ref: Education Law §1723-a; 3651; 3652
 Local Finance Law §§24.00, 25.00, 165.00
 General Municipal Law §§6-d; 6-j; 6-l; 6-m; 6-n; 6-p; 6-r; 10; 11; 39; Article 5-G

Adoption date: 6/28/2016

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

The Board of Education recognizes that certain School District employees will be required to carry School District-owned cellular telephones in order to meet their job responsibilities. Job titles requiring district-owned cellular telephones shall be listed in Regulation #8332R. The District shall establish the level of service contract for each specific employee. Said contract shall be reviewed and approved by the Board of Education. All cellular telephone contracts shall be secured through the appropriate purchasing process (e.g., competitive bid, RFP process).

Employees shall make every attempt to use their cellular phones for School District-related purposes only. In the event an employee uses a School District-owned cellular telephone for other than School District-related purposes, he/she shall reimburse the School District for such non-business usage, if any, that result in costs to the School District above usage allocated by the cellular telephone contract. Payment for such usage shall be made within thirty (30) days of the date that notice is sent of the charges. Use shall be restricted for those employees who have not made payment within this time frame. Failure to follow these guidelines may result in revocation of the phone and discipline of the employee. In addition, since employees are issued School District-owned cellular phones in connection with their work responsibilities, employees shall not have an expectation of privacy with respect to information contained on the device (e.g., text messages, records of phone calls).

All School District-owned cellular phones are to remain the property of the School District. School District-owned cellular telephones shall be returned immediately upon the employee's termination of employment or upon request. Employees who fail to return a School District-owned cellular telephone upon termination of employment or at the School District's request will be billed for the actual cost of the cellular telephone and for all charges made after termination of employment or the School District's request.

As with any School District-owned equipment, employees must take proper care of cell phones and take all reasonable precautions against damage, loss, or theft. Since employees are responsible for the safe return of School District-owned cell phones, employees who use School District-owned cellular phones may be liable for damages or losses which occur during the period of its use. Any damage, loss, or theft must be reported immediately to the Assistant Superintendent for Business and Administration.

At least once each year the Assistant Superintendent for Business and Administration shall evaluate the School District's cellular plan and shall recommend any appropriate modifications thereto.

Cross-ref:

Ref: Fourth Amendment, U.S. Constitution
Fourteenth Amendment, U.S. Constitution

Adoption date: July 18, 2019

ROSLYN UNION FREE SCHOOL DISTRICT

PUBLIC USE OF SCHOOL FACILITIES

BOARD OF EDUCATION POLICY 1500

The Board of Education authorizes the Superintendent of Schools, or the Superintendent's designee, to permit the use of school facilities by school groups or organizations which meet established criteria.

The Superintendent shall submit applications for facilities use from other responsible groups to the Board for authorization to place them on the approved list as facilities users.

The Board's guidelines for approval of such organizations shall be consistent with §414 of the Education Law and with such other criteria as set forth in this policy.

At the end of each school year, the Superintendent shall provide the Board of Education with a list of all facility users for that year.

The District Administration is further authorized to establish rates for the use of school facilities as set forth in this policy.

The Board of Education further authorizes that the rules governing this policy and the fees associated with the use of facilities shall be waived during the Thanksgiving holiday weekend (Thursday, Friday and Saturday). First preference will be given to permit holders; however, the fields will be open to all.

:FPB

Adopted: 12/1989

Revised: 07/2011

ROSLYN UNION FREE SCHOOL DISTRICT

PUBLIC USE OF SCHOOL FACILITIES

BOARD OF EDUCATION POLICY 1500 -R

The Board of Education authorizes the Superintendent or the Superintendent's designee to permit the use of school facilities by school groups or organizations which meet established criteria.

The Superintendent shall submit applications for facilities use from responsible groups to the Board for authorization to place them on the approved list of facilities users.

The Board's guidelines for approval of such organizations shall be consistent with §414 of the Education Law and with such other criteria as set forth in this policy.

The District Administration is further authorized to establish rates for the use of school facilities as set forth in this policy.

The Board of Education further authorizes that the rules governing this policy and the fees associated with the use of facilities shall be waived during the Thanksgiving holiday weekend (Thursday, Friday and Saturday). First preference will be given to permit holders; however, the fields will be open to all.

CLASSIFICATION OF GROUPS

Class I

- a. Organizations with direct school connections, such as parent-teacher organizations, classes, clubs, employee associations, committees of the Board of Education, etc.
- b. Organizations of a semi-educational nature, such as Boy Scouts, Girl Scouts, Little League, Booster Basketball, etc.

Class II

Organizations with a social, civic, recreational or entertainment purpose, such as service and charitable organizations, civic associations and adult sports groups.

Class III

- a. Nassau County Board of Elections
- b. Governmental entities or officials, such as federal, state, town or village governments or officials, for the purpose of holding political and non-political meetings, forums or hearings.

FEE SCHEDULE

The Superintendent of Schools shall implement a fee schedule based upon an organization's classification:

1. Classification Fee

1A	None
1B	No room fee on school days; field use fee, if applicable
II	Room fee or field use fee, if applicable
IIIA	County-determined fee
IIIB	No room fee on school days

2. Room Fees

Room fees shall be charged to Class IB, Class II and Class IIIB organizations on weekends, holidays and any other days when school is not in regular session.

3. Custodial and Security Costs

Facilities users shall be charged at prevailing rates for any custodial or security services that are in addition to any such services provided by the school district as part of its regular course of business. Custodial costs for Class IIIA (Nassau County Board of Elections) shall be county-determined.

4. Cafeteria Costs

Any use of a cafeteria that also includes use of the kitchen requires, by law, the presence of cafeteria staff, whose services will be billed at prevailing rates.

REGULATIONS FOR FACILITIES USE

1. Priority for all facility space shall be determined as follows:
 - a. Regular school activities, including classes, clubs, teams, etc.
 - b. Adult Continuing Education Program activities
 - c. Approved non-school groups, assigned in the order in which their applications are received, with preference given to organizations whose participants are predominantly Roslyn School District residents.

NOTE: Permits are not issued to for-profit entities.

2. Time of occupancy shall terminate at 10:45 p.m. unless the user's permit indicates that prior arrangements have been made for payment of added custodial overtime costs.
3. Applications for use of school facilities must be submitted at least 10 days before the anticipated use. Fees set according to the schedule enumerated in this policy must be paid at the time the application is approved, or, for multiple uses on a single permit, within one week of the first use. Failure to pay fees on time will result in revocation of permit and or withholding of approval of future permits.
4. Notification to cancel activity for which space has been reserved must be made by the applicant at least 3 business days in advance. Any actual costs incurred by the district due to cancellation with 3 business day' notice will be billed to the organization. Late cancellation or schedule changes will not result in reduced fees. In the event of cancellation by the district, notice will be given as far in advance as possible. The Board reserves the right to make such cancellation at any time without liability therefore.
5. Any activity carried on in school facilities shall be according to New York State Law and in conformity with village and Town Ordinances and

school district policies and regulations. No meeting shall be held in a school building:

- a. for the purpose of advancing any doctrines or theory subversive to the State of New York or the United States of America.
 - b. For the purpose of advocating social or political violence or which is of a nature likely to incite such violence.
6. The Board of Education, because of its responsibility for protecting the school district's buildings and property, may restrict use of space within buildings and grounds to certain times and areas. It may also revoke a permit at any time and must have free access to all rooms at all times. When schools are closed due to inclement weather, scheduled community use shall be automatically cancelled.
 7. Smoking is not permitted in school buildings or on school grounds. Alcoholic beverages may not be brought to or consumed in school building or on school grounds. Commercial products or promotional materials may be exhibited or displayed with the prior consent of the Superintendent of Schools or his/her designee, but only for the period of time covered by the permit application.
 8. No food or drink (other than water in bottles or other closed containers) is permitted in gymnasiums at any time. Chairs and tables may not be placed on gym floors or other playing surfaces. No pets are permitted anywhere on school grounds or in school buildings.
 9. Organizations receiving permission to use school facilities are responsible for the conduct of both participants and spectators and for making provision to handle anticipated crowds. Underage participants must be properly supervised at all times. Improper conduct, vandalism or other misuse of school property may result in the revocation of the permit. The cost of repairing damage caused by such misuse will be charged to the applicant.
 10. Admission charges for activities held in school facilities shall be made only for educational and/or charitable purposes. Activities must be open to the public. Non-school groups sponsoring or presenting programs for which admission is charged are required to file a copy of the Statement to the Collector of Internal Revenue with the Superintendent. The Board of Education will not be liable for the payment of any taxes due on admission charges.
 11. Arrangements for audio/visual or any other equipment is solely the responsibility of the applicant. The school district does not loan the use of equipment for non-school related activities.

PERMIT PROCEDURES

1. All permits for the use of school facilities shall be restricted to responsible organizations or adult individuals under the provisions outlined in this policy. Applicants must satisfy the issuing officer that they represent responsible local organizations, that they will guarantee orderly behavior and that they will underwrite any damage due to their use of the premise. The school district reserves the right to request rosters of participants in the activities of applicants to verify that they are organizations whose

participants are predominately Roslyn School District residents and thereby eligible for preferential consideration over other organizations.

2. Each applicant must provide the district with an insurance certificate naming the district as an additional insured, carrying a minimum of \$1,000,000 coverage.
3. The district administration shall make available applications for use of school facilities. An applicant who signs a permit application thereby agrees to abide by these regulations and procedures and all other applicable laws and district policies.

:FPZ

Adopted: 12/1989

Revised: 11/2004

11/2010

07/2011

ROOMS - \$ per hour

Cafeterias.....	\$ 45
Auditoriums	
High School, Middle School.....	\$115
East Hills.....	\$ 75
Libraries, HS Commons, Conference Rooms...	\$ 45
Classrooms.....	\$ 30
Gymnasiums	
HS, MS, EH & HH.....	\$ 75
Heights.....	\$ 55

CUSTODIAL AND SECURITY CHARGES

\$75 per staff member per hour for any custodial or security services that are in addition to any such services provided by the school district as part of its regular course of business. Minimum charge is 3 hours, including 1/2 hour before and 1/2 hour after use.

FIELDS**League (youth):**

All schools..... \$150

A single per diem field use fee of \$150 is charged for use of multiple fields by one organization at one location, up to eight hours for each weekend day or holiday

League (adult):

All schools..... \$150

A field use fee of \$150 is charged for each day of play, up to eight hours

Non-League (adult):

A \$75 permit fee will be assessed for each permit application

Synthetic Turf Field at RHS

\$85/hour regular use \$150/hour for tournaments.

Revised 11/4/10

**USERS OF SCHOOL FACILITIES BY CLASSIFICATION
(Effective July 2019)**

CLASS IA - NO CHARGE

Organizations with direct school connections:

Bulldog Boosters
Dr. Martin Luther King, Jr. Scholarship Committee
Foundation for Roslyn's Educational Advancement and Development (R.E.A.D.)
Friends of Royal Crown Players
Friends of Spotlight
Parent Associations (CCPA, RHS, RMS, EH, HH, HTS, SEPTA, KPA)
Marching Band Fans
Nassau BOCES
Roslyn Employee Associations
 Roslyn Administrators & Supervisors Association
 Roslyn Custodial, Bus Drivers and Maintenance Association
 Roslyn Educational Secretaries Association
 Roslyn Food Service Association
 Roslyn Paraprofessional Association
 Roslyn Teachers Association (RTA)
 Retired RTA
Roslyn High School Scholarship Fund Committee
Senior Party Parents

**CLASS IB - NO ROOM FEE; FIELDS USE FEE; CUSTODIAL CHARGE, IF
APPLICABLE**

Organizations of a semi-educational nature:

Albertson Soccer
Archangel Michael Greek Orthodox Church & School
Concerned Citizens for Roslyn Youth
Roslyn Booster Basketball Club
Boy Scouts
Girl Scouts
Long Island Bridge for Youth
Long Island Chess Nuts
Roslyn Little League
Sid Jacobson JCC
Roslyn Flag Football League
Roslyn Lacrosse Club
Roslyn FC Soccer

CLASS II - APPLICATION FEE, ROOM FEE, FIELD USE FEE AND/OR CUSTODIAL CHARGE, AS APPLICABLE

Organizations with a social, civic, recreational or entertainment purpose, such as service and charitable organizations, civic associations, summer programs and adult sports groups:

Canterbury Woods Civic Association
Chabad of Roslyn Summer Program
East Hills Men's Softball
E Joy Community Resource Center
Friends of the Bryant Library
Greenvale Civic Association
Nassau Zone New York State Association for Health, Physical Education, Recreation and Dance (NYSAHPERD)
Roslyn Bulldogs/Stan Musial League
Roslyn Chamber of Commerce
Roslyn Graduates Bulldogs Softball
Roslyn Heights Civic Association
Roslyn Men's Softball
Roslyn Women's Softball
Supportersize Foundation
Temple Beth Shalom Day Camp
Temple Sinai
Unified Civic Association

CLASS IIIA - COUNTY-DETERMINED FEE

Nassau County Board of Elections

CLASS IIIB - NO CHARGE

Governmental entities or officials, such as federal, state, town or village governments or officials, for the purpose of holding political and non-political meetings, forums or hearings:

Bryant Library
Roslyn Highlands Fire Dept.
Roslyn Rescue Fire Dept.
Nassau County
New York State
Town of North Hempstead
Roslyn Water District
Village of East Hills
Village of Flower Hill
Village of Roslyn
Village of Roslyn Estates
Village of Roslyn Harbor

Adopted: November 18, 2004

Revised: 2/2005
3/2005
3/2007

6/2007
7/2009
7/2011
2/2012
8/2012
1/2013
2/2013
6/2013
8/2013
9/2013
10/2013
1/2014
6/2015
3/2016
7/2016
11/2016
6/2017
3/2018
6/2019
7/2019

Literature containing information about meetings or functions may be distributed to pupils within the schools only when said meetings or functions are conducted directly by the Board of Education, a school or schools, a parent organization or The Bryant Library.

Posters, placards, displays or other such advertising media shall not be placed in any school building or on other school property without the specific approval of the Superintendent of Schools. Such approval is limited to the list of organizations specified by the Board of Education.

Requests other than those specified by the provisions of the previous paragraph must be submitted to the Board of Education.

The following shall be permitted to make two distributions of any informative announcement per school year, form and content to be subject to the approval of the Superintendent of Schools. No distribution shall contain any tear-off sheet or other provision for return of any material through the school.

Albertson Soccer Club
Beth Shalom Day Camp
Big Brothers and Big Sisters of Long Island
Boy Scouts
Brownies
Concerned Citizens for Roslyn Youth
Cub Scouts
Destination Science
E Joy Community Resource Center
Foundation for Roslyn's Educational Advancement and Development (READ)
Friends of Nassau County Recreation
Friends of Sands Point Preserve
Girl Scouts
Great Knights Chess Club (Chessmates)
Korean Parents Association of Long Island
Long Island Bridge for Youth
Long Island Chess Nuts
Mineola – Roslyn PAL
Nassau Athletics and Arts Program
North Shore Boys & Girls Club
North Shore Child & Family Guidance Association
PAL North Shore Roller Hockey League
Police Athletic League
Roslyn Booster Basketball Club
Roslyn Chamber of Commerce
Roslyn Day Care Center
Roslyn Fire Companies
Roslyn Flag Football League
Roslyn Lacrosse Club

Roslyn Landmark Society
Roslyn Little League
Sid Jacobson Jewish Community Center
The WaterFront Center
Town of North Hempstead
Town of Oyster Bay
YMCA at Glen Cove

School facilities and personnel may not be used for the distribution of advertising for private gain, nor may charitable contributions be solicited from students by any organization, except those permitted by the Board of Regents.

:FPZ

Adopted: 12/1989

Revised: 4/1993

1/1996

12/1999

2/2001

1/2002

12/2002

1/2005

12/2006

9/2009

11/2010

12/2010

04/2011

07/2011

02/2012

05/2013

01/2014

04/2014

09/2014

09/2017

03/2018

05/2018

02/2019

06/2019

07/2019

Ref: NYS Constitution, Article VIII, §1
Matter of Schanbarger, 11 EDR 70 (1971)

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

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

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

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.

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

Adopted: 10/17/13
Reviewed: 10/9/14
Revised: 01/18/14
Reviewed: 07/09/15
Reviewed: 07/07/16
Reviewed: 07/06/17
Reviewed: 07/10/18
Reviewed: 07/02/19