



CONNETQUOT CENTRAL SCHOOL DISTRICT OF ISLIP

5440

DRUG AND ALCOHOL ABUSE

The Board of Education is committed to the prevention of alcohol and other substance use/abuse. This policy describes the philosophy of the district and the program elements the district will use to promote healthy life styles for its students and to inhibit the use/abuse of alcohol and other substances.

No student may use, possess, sell, or distribute alcohol or other substances, nor use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The term "alcohol and/or other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

Additionally, the following persons shall be prohibited from entering school grounds or school-sponsored events: any person exhibiting behavior, conduct, or personal or physical characteristics indicative of having used or consumed alcohol and/or other substances, or any person who school personnel have reasonable grounds to suspect has used alcohol and/or other substances.

In order to educate students on the dangers associated with substance abuse, the health education curriculum shall include instruction concerning drug abuse for grades K-12.

Any staff member observing drug and/or alcohol possession or usage by students on school grounds or during school-sponsored or supervised events shall report the incident immediately to the Superintendent of Schools or his/her designee. The Superintendent or his/her designee shall then take immediate action. Drugs and/or alcohol substances found shall be confiscated immediately, followed by notification of the parent(s) or guardian of the student(s) involved and the appropriate disciplinary action taken, up to and including permanent suspension and referral for prosecution. In its effort to maintain a drug-free environment, the district

shall cooperate to the fullest extent possible with local, state and/or federal law enforcement agencies.

The district will use the following principles as guides for the development of its substance use/abuse prevention efforts and for any disciplinary measures related to alcohol and other substances:

- Alcohol and/or other substance use/abuse is preventable and treatable.
- Alcohol and/or other substance use/abuse inhibits the district from carrying out its central mission of educating students.
- The behavior of the Board, the administration, and all school staff should model the behavior asked of students.
- While the district can and must assume a leadership role in alcohol and other substance use/abuse prevention, this goal will be accomplished only through collaborative, coordinated efforts with parents, students, staff, and the community as a whole.

Cross-ref: 4317, Teaching about Drugs, Alcohol and Tobacco
4531-R, Field Trips and Excursions Regulation
5230, Eligibility for Extracurricular Activities

Ref: Drug-Free Schools and Communities Act, 20 USC §§3171 et seq.

Drug-Free Schools and Campuses, 34 CFR Part 86

Public Law 101-226

Education Law §§804; 912-a; 3214

General Municipal Law §239-u

Mental Hygiene Law §19.07(c)

Penal Law §§220.00 et seq.

Public Health Law, Article 33

8 NYCRR §§100.2(c); 135.3

New Jersey v. T.L.O., 105 S.Ct. 733 (1985)

Odenheirn v. Carlstadt-East Rutherford Region School District, 211

N.J.Super. 54, 510 AD2d 709 (1985)

People v. Scott D., 34 NY2d 483 (1974)

Matter of Wilson, 28 EDR 254 (1988)

Matter of Pollnow, 22 EDR 547 (1983)

Matter of Vetter, 20 EDR 547 (1981)

Matter of Rodriguez, 8 EDR 214 (1969)

Adoption Date: July 1, 1994

Revision Date: September 23, 1997

Revision Date: September 8, 2009

NOTE: Replaces Policies #5133, 5133.1 and 5312.1

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

However, when district officers or employees know or have reasonable cause to believe that wrongful conduct creates and presents a substantial and specific danger to the public health or safety, they should report such wrongful conduct to the Superintendent of Schools; or if the wrongful conduct is one which the employee reasonably believes to be true and reasonably believes constitutes an improper school district action, her or she may report such information to a district official, Office of the State Comptroller, Commissioner of Education or law enforcement authorities. Examples of "wrongful conduct" include:

- Theft of district money, property, or resources;
- Misuse of authority for personal gain or other non-district purpose;
- Fraud, corruption, conflicts of interest or abuse by another employee relating to his office or employee
- Violations of applicable federal and state laws and regulations; and/or
- Serious violations of district policy, regulation, and/or procedure.

Disclosure And Investigation

Employees and officers who know or have reasonable cause to believe that wrongful conduct has occurred or is occurring shall report such wrongful conduct to the Superintendent or the Board, if the allegation involves the Superintendent. Upon receiving a report of alleged wrongful conduct, the district shall take prompt steps to conduct an investigation.

The Superintendent or his or her designee or, if the allegation involves a Superintendent, the Board or its designee shall cause a written record to be made of the allegation and an investigation conducted. The Board shall approve the engagement of special counsel, independent auditors or other outside contractors deemed appropriate to assist in the investigation. A report shall be made to the criminal authorities if it is suspected that a crime has been committed.

Whistleblower Protection

Employees, who have a reasonable belief that the conduct about which he or she complains constitutes a violation of law, rule or regulation by the school district are protected by Section 75-b of New York State Civil Service Law. Accordingly, the District shall take no action to terminate, or other adverse personnel action against an employee because he or she disclosed information to a governmental body regarding a violation of law, rule or regulation where the violation; 1) creates and presents a

substantial and specific danger to the public health or safety; or 2) is one which the employee reasonably believes to be true and reasonably believes constitutes an improper school district action.

Before reporting any such information to another governmental agency, and in order to obtain the protections of Section 75-b of the Civil Service Law, an employee must make a good faith effort to provide the Superintendent, or where the allegations involve the Superintendent, the Board of Education, with the information to be disclosed. The "Whistleblower Protection" shall extend to retaliation consisting of adverse personnel action affecting an employee's compensation, appointment, promotion, transfer, assignment, reassignment or evaluation of performance.

Further protection of a school employee who reports information regarding illegal or inappropriate financial practices shall be accorded to employee pursuant to Section 3028-d of the New York State Education Law. Any employee of the school district, having reasonable cause to suspect that the fiscal practices or actions of an employee or officer of the financial practices of the district and who in good faith reports such information to an official of the school district or to the Office of the State Comptroller, the Commissioner of Education or law enforcement authorities, shall have immunity from any civil liability that may arise from the making of such report. Neither the school district nor its employees or officers shall take, request, or cause a retaliatory action against any such employee who makes a report.

Dissemination and Review

The policy shall be published in employee handbooks, posted in employee lounges and notice given to all employees on an annual basis.

The Superintendent of Schools, the Auditor, the School Attorney and others involved in implementing this policy shall meet with the Board once a year to evaluate the effectiveness of this policy and to make appropriate adjustments, if any, to the policy.

Ref: Civil Service Law §75-b

Education Law §3028-d

Labor Law §740

Garrity v. University at Albany, 301 A.D. 2d 1015 (3rd Dept. 2003)

Matter of Brey v. Bd. Of Educ., 245 A.D. 2d (3rd Dept. 1997)

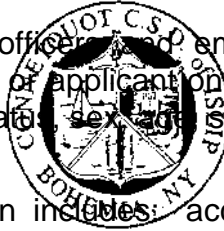
Adoption date: February 13, 2007

CONNETQUOT CENTRAL SCHOOL DISTRICT OF ISLIP

0100

EQUAL OPPORTUNITY

The Board of Education, its officers and employees, shall not discriminate against any student, employee, or applicant on the basis of race, color, national origin, creed, religion, marital status, sex, age, sexual orientation or disability.



This policy of nondiscrimination includes: access by students to educational programs, counseling services for students, course offerings and student activities, as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or terminations.

The Board authorizes the Superintendent of Schools to establish such rules, regulations and procedures necessary to implement and maintain this policy.

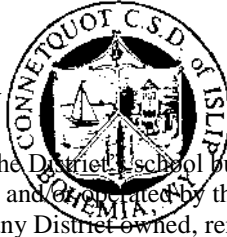
Cross-ref: 5311.3, Student Complaints and Grievances
9010, Equal Employment Opportunity
9520, Staff Complaints and Grievances

Ref: Americans with Disability Act, 42 U.S.C. §12101 *et seq.*
Title VI, Civil Rights Act of 1964, 42 U.S.C. §2000d *et seq.*
Title VII, Civil Rights Act of 1964, 42 U.S.C. §2000e *et seq.*
Title IX, Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*
§504, Rehabilitation Act of 1973, 29 U.S.C. §794
Individuals with Disabilities Education Law, §290 *et seq.*
Executive Law §290 *et seq.* (New York State Human Rights Law)
Education Law §§313(3), 3201-a

Adoption Date: July 1, 1994
Revision Date: January 13, 2004

CONNETQUOT CENTRAL SCHOOL DISTRICT OF ISLIP

9530-R



SMOKING BY STAFF REGULATION

Smoking is prohibited at all times within the District's school buildings, offices, maintenance buildings, garages or any other indoor facility owned and operated by the School District.

Smoking is prohibited at all times within any District owned, rented or leased vehicle, school bus or truck whether off or on school grounds.

Smoking is prohibited outdoors on School District property, grounds or fields during school hours or whenever students are present for school-related activities (e.g., sporting events).

Smoking is prohibited at any School activity even if the activity takes place away from District property (e.g., field trips, athletic events, proms).

The closest administrator or security personnel shall be responsible for informing individuals smoking in an area in which smoking is not permitted that they are in violation of this regulation.

Staff smoking in violation of these regulations may be subject to disciplinary action.

Adoption date: July 1, 1994

Revised: September 27, 2005

9125

DRUG-FREE WORKPLACE

The Board of Education prohibits the manufacture, distribution, possession and/or illegal use of any controlled substances in the workplace. "Workplace" shall mean any site on school grounds, at school-sponsored activities, or any place in which an employee is working within the scope of his/her employment or duties. "Controlled substances" shall include drugs, which are illegal because they have no legitimate medical purpose, and drugs, which have legitimate medical uses but are highly addictive.

The Superintendent of Schools or his/her designee shall implement related regulations, which outline the requirements of the federal Drug-Free Workplace Act of 1988.

Cross-ref: 3230, Organization Chart

9211, Professional Staff Qualifications

9311, Support Staff Qualifications

Ref: Drug-Free Workplace Act (DFWA), P.L. 100-690

Controlled Substances Act, 21 USC 812

21 CFR 1300.11-1300.15

34 CFR Part 85 (U.S. Dept. of Ed. Regulations under the DFWA)

Civil Service Law ?75

Education Law ?3020-a

Patchogue-Medford Congress of Teachers v. Board of Education,
70 NY2d 57 (1987)

Adoption date: July 1, 1994

CONNETQUOT CENTRAL SCHOOL DISTRICT OF ISLIP

2160

SCHOOL DISTRICT OFFICER AND EMPLOYEE CODE OF ETHICS

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

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

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

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

2. Confidential information: An officer or employee shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest.
3. Representation before the Board or District: An officer or employee shall not receive or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before the school district.
4. Disclosure of interest in matters before the Board: A member of the Board of Education and any officer or employee of the district, whether paid or unpaid, must publicly disclose the nature and extent of any interest they or

their spouse have, will have or later acquire in any actual or proposed contract, purchase agreement, lease agreement or other agreement involving the school district (including oral agreements), to the governing body and his/her immediate supervisor (where applicable) even if it is not a prohibited interest under applicable law. Such disclosure must be in writing and made part of the official record of the school district. Disclosure is not required in the case of an interest that is exempted under Section 803(2) of the General Municipal Law. The term "interest" means a pecuniary or material benefit accruing to an officer or employee.

5. Private employment: An officer or employee shall not engage in, solicit, negotiate for or promise to accept private employment when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.

6. Future employment: An officer or employee shall not, after the termination of service or employment with the district, appear before the Board in relation to any action, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration.

Distribution of Code of Ethics

The Superintendent of Schools shall cause a copy of this Code of Ethics to be distributed to every member of the Board, every officer and employee of the school district. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment.

Penalties

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

Ref: General Municipal Law Article 18, §§800-808

Adoption Date: July 1, 1994

Revision Date: May 8, 2007

Review Date: July 9, 2008

Review Date: June 23, 2009



CONNETQUOT CENTRAL SCHOOL DISTRICT OF ISLIP

0110

SEXUAL HARASSMENT

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

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

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

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

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

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

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

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

A committee of administrators, teachers, parents, students and the school attorney shall be convened annually to review this policy's effectiveness and compliance with applicable state and federal law, and to recommend revisions to Board.

Ref: Education Amendments of 1972, Title IX, 20 U.S.C. §1681 *et seq.*
Title VII of Civil Rights Act (1964), 42 U.S.C. §2000-e; 34 CFR §100 *et seq.*

Davis v. Monroe County Board of Education, ___ U.S. __; 119 S.Ct.1661 (1999)

Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)

Faragher v. City of Boca Raton, 524 U.S. 775 (1998)

Burlington Industries v. Ellerth, 524 U.S. 742 (1998)

Oncale v. Sundowner Offshore Services, Inc., 523 U.S. 75 (1998)

Franklin v. Gwent County Public Schools, 503 U.S. 60 (1992)

Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)

Adoption Date: July 1, 1994 (prior policies 5020.1 and 9010.2)

Revision Date: April 18, 2000

This regulation is intended to create and preserve an educational and working environment free from unlawful sexual harassment in furtherance of the district's commitment to provide a healthy and productive environment for all students and employees that promotes respect, dignity and equality.

Sexual Harassment Defined

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of an employee's employment or a student's education (including any aspect of the student's participation in school-sponsored activities, or any other aspect of the student's education); or
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting an employee's employment or a student's education; or
3. the conduct or communication has the purpose or effect of substantially or unreasonably interfering with an employee's work performance or a student's academic performance or participation in school-sponsored activities, or creating an intimidating, hostile or offensive working or educational environment.

Unacceptable Conduct

School-related conduct that the district considers unacceptable and which may constitute sexual harassment includes, but is not limited to, the following:

1. rape, attempted rape, sexual assault, attempted sexual assault, forcible sexual abuse, hazing, and other sexual and gender-based activity of a criminal nature as defined under the State Penal Law;
2. unwelcome sexual invitations or requests for sexual activity in exchange for grades, promotions, preferences, favors, selection for extracurricular activities or job assignments, homework, etc.;
3. unwelcome and offensive public sexual display of affection, including kissing, making out, groping, fondling, petting, inappropriate touching of one's self or others, sexually suggestive dancing, and massages;
4. any unwelcome communication that is sexually suggestive, sexually degrading or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual's clothing, appearance or activities; sexual jokes; sexual gestures; public conversations about sexual activities

or exploits; sexual rumors and “ratings lists;” howling, catcalls, and whistles; sexually graphic computer files, messages or games, etc;

5. unwelcome and offensive name calling or profanity that is sexually suggestive, sexually degrading, implies sexual intentions, or that is based on sexual stereotypes or sexual preference;
6. unwelcome physical contact or closeness that is sexually suggestive, sexually degrading, or sexually intimidating such as the unwelcome touching of another’s body parts, cornering or blocking an individual, standing too close, spanking, pinching, following, stalking, frontal body hugs, etc.;
7. unwelcome and sexually offensive physical pranks or touching of an individual’s clothing, such as hazing and initiation, “streaking,” “mooning,” “snuggies” or “wedgies” (pulling underwear up at the waist so it goes in between the buttocks), bra-snapping, skirt ‘flip-ups,” “spiking” (pulling down someone’s pants or swimming suit); pinching; placing hands inside an individual’s pants, shirt, blouse, or dress, etc.;
8. unwelcome leers, stares, gestures, or slang that are sexually suggestive; sexually degrading or imply sexual motives or intentions;
9. clothing with sexually obscene or sexually explicit slogans or messages;
10. unwelcome and offensive skits, assemblies, and productions that are sexually suggestive, sexually degrading, or that imply sexual motives or intentions, or that are based on sexual stereotypes;
11. unwelcome written or pictorial display or distribution of pornographic or other sexually explicit materials such as magazines, videos, films, Internet material, etc.;
12. any other unwelcome gender-based behavior that is offensive, degrading, intimidating, demeaning, or that is based on sexual stereotypes and attitudes.

For purposes of this regulation, action or conduct shall be considered “unwelcome if the student or employee did not request or invite it and regarded the conduct as undesirable or offensive.

Determining if Prohibited Conduct is Sexual Harassment

Complaints of sexual harassment will be thoroughly investigated to determine whether the totality of the behavior and circumstances meet any of the elements of the above definition of sexual harassment and should therefore be treated as sexual harassment.

Not all unacceptable conduct with sexual connotations may constitute sexual harassment. In many cases (other than quid pro quo situations where the alleged harasser offers academic or employment rewards or threatens punishment as an inducement for sexual favors), unacceptable behavior must be sufficiently severe, pervasive and objectively offensive to be considered sexual harassment.

In evaluating the totality of the circumstances and making a determination of whether conduct constitutes sexual harassment, the individual investigating the complaint should consider:

1. the degree to which the conduct affected the ability of the student to participate in or benefit from his or her education or altered the conditions of the student's learning environment or altered the conditions of the employee's working environment;
2. the type, frequency and duration of the conduct;
3. the identity of and relationship between the alleged harasser and the subject of the harassment (e.g., sexually based conduct by an authority figure is more likely to create a hostile environment than similar conduct by another student or a co-worker);
4. the number of individuals involved;
5. the age and sex of the alleged harasser and the subject of the harassment;
6. the location of the incidents and context in which they occurred;
7. other incidents at the school; and
8. incidents of gender-based, but non-sexual harassment.

Reporting Complaints

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

Complaints should be filed with the Principal or the Tide IX coordinator, If the complaint is filed against a high level administrative employee such as a central office administrator or against a member of the board of education, the board of education may designate another individual to investigate the complaint.

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

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

Confidentiality

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

If a complainant requests that his/her name not be revealed to the individual(s) against whom a complaint is filed, the staff member responsible for conducting the investigation shall inform the complainant that:

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

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

Investigation and Resolution Procedure

A. Initial (Building-level) Procedure

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

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

1. Interview the victim and document the conversation. Instruct the victim to have no contact or communication regarding the complaint with the alleged harasser. Ask the victim specifically what action he/she wants taken in order to resolve the complaint. Refer the victim, as appropriate, to school social workers, school psychologists, crisis team managers, other school staff, or appropriate outside agencies for counseling services.
2. Review any written documentation of the harassment prepared by the victim. If the victim has not prepared written documentation, instruct the victim to do so, providing alternative formats for individuals with disabilities and small children, who have difficulty writing and need accommodation.
3. Provide the alleged harasser with an opportunity for an interview regarding the complaint and inform the alleged harasser that if the objectionable conduct has occurred, it must cease immediately. Document the conversation. Provide the alleged harasser an opportunity to respond to the charges in writing.
4. Warn the alleged harasser that if he/she makes contact with or retaliates against the victim, he/she may be subject to immediate disciplinary action. Inform the victim that if additional harassment or retaliation occurs, it should immediately be reported to the investigator.
5. Interview any witnesses to the complaint. Where appropriate, obtain a written statement from each witness. Caution each witness to keep the complaint and his/her statement confidential.
6. Review all documentation and information relevant to the complaint.
7. Where appropriate, suggest mediation as a potential means of resolving the complaint. In addition to mediation, use appropriate informal methods to resolve the complaint, including but not limited to:

- a. discussion with the accused, informing him or her of the district's policies and indicating that the behavior must stop;
 - b. suggesting counseling and/or sensitivity training;
 - c. conducting training for the department or school in which the behavior occurred, calling attention to the consequences of engaging in such behavior;
 - d. requesting a letter of apology to the complainant;
 - e. writing letters of caution or a critical memorandum; and/or
 - f. separating the parties.
8. Parent/Student/Employee Involvement and Notification
- a. Parents of student victims and accused students shall be notified within one school day of allegations that are serious or involve repeated conduct.
 - b. The parents or advocates of students who file complaints are welcome to participate at each stage of both informal and formal investigation and resolution procedures.
 - c. If either the victim or the accused is a disabled student receiving special education services under an IEP or section 504/Americans with Disabilities Act accommodations, the committee on special education, or Section 504 multi-disciplinary team, as appropriate, will be consulted to determine the degree to which the student's disability either caused or is affected by the discrimination or policy violation. In addition, prior to the imposition of discipline, due process procedures required for persons with disabilities under state and federal law shall be followed.
 - d. The Principal or Title IX Coordinator (i.e.), the investigator) shall submit a copy of all investigation and interview documentation to the Superintendent.
 - e. The investigator shall report back to both the victim and the accused, notifying them in writing, and also in person as appropriate consistent with each student's privacy rights regarding the outcome of the investigation and the action taken to resolve the complaint. The investigator shall instruct the victim to report immediately if the objectionable behavior occurs again or if the alleged harasser retaliates against him/her.
 - f. The investigator shall notify the victim that if he/she desires further

investigation and action, he/she may request a district level investigation by contacting the Superintendent of Schools. The investigator shall also notify the victim of his/her right to contact the U.S. Department of Education's Office for Civil Rights and/or a private attorney. Employees may also contact the U.S. Equal Employment Opportunity Commission or the New York State Division of Human Rights.

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

If a complaint received by the Principal or the Title IX Coordinator contains evidence or allegations of serious or extreme harassment, such as employee to student harassment, criminal conduct, quid pro quo (e.g., offering an academic or employment reward or punishment as an inducement for sexual favors), or acts which shock the conscience of a reasonable person, the complaint shall be referred promptly to the Superintendent. In addition, where the Principal or the Title IX coordinator has a reasonable suspicion that the alleged harassment involves criminal activity, he/she should immediately notify the Superintendent, who shall then contact appropriate child protection and law enforcement authorities. Where criminal activity by a district employee is alleged or suspected, the accused employee shall be suspended until the next regular meeting of the board of education, when all facts related to the case shall be submitted to the board for its consideration and action.

Any party who is not satisfied with the outcome of the initial investigation by the Principal or the Title IX coordinator may request a district-level investigation by submitting a written complaint to the Superintendent within 30 days.

B. District-level Procedure

The Superintendent shall promptly investigate and resolve all sexual harassment complaints that are referred to him/her by a Principal or Title IX coordinator, as well as those appealed to the Superintendent following an initial investigation by a Principal or Title IX coordinator. In the event the complaint of sexual harassment involves the Superintendent, the complaint shall be filed with or referred to the Board President, who shall refer the complaint to a trained investigator not employed by the district for investigation.

The district level investigation should begin as soon as possible but not later than three working days following receipt of the complaint by the Superintendent or Board President.

In conducting the formal district level investigation, the district will use

investigators who have received formal training in sexual harassment investigation or that have previous experience investigating sexual harassment complaints.

If a district investigation results in a determination that sexual harassment did occur, prompt corrective action will be taken to end the harassment. Where appropriate, district investigators may suggest mediation as a means of exploring options of corrective action and informally resolving the complaint.

No later than 30 days following receipt of the complaint, the Superintendent (or in cases involving the Superintendent, the Board-appointed investigator) will notify the victim and alleged harasser, in writing, of the outcome of the investigation. If additional time is needed to complete the investigation or take appropriate action, the Superintendent or Board-appointed investigator will provide all parties with a written status report within 30 days following receipt of the complaint.

The victim and the alleged harasser have the right to be represented by a person of their choice, at their own expense, during sexual harassment investigations and hearings. In addition, victims have the right to register sexual harassment complaints with the U.S. Department of Education's Office for Civil Rights. Employee victims also have the right to register complaints with the federal Equal Employment Opportunity Commission and the New York State Division of Human Rights. Nothing in these regulations shall be construed to limit the right of the complainant to file a lawsuit in either state or federal court.

Retaliation Prohibited

Any act of retaliation against any person who opposes sexually harassing behavior, or who has filed a complaint, is prohibited and illegal, and may be subject to disciplinary action. Likewise, retaliation against any person who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing of a sexual harassment complaint is prohibited. For purposes of this policy, retaliation includes but is not limited to: verbal or physical threats, intimidation, ridicule, bribes, destruction of property, spreading rumors, stalking, harassing phone calls, and any other form of harassment. Any person who retaliates may be subject to immediate disciplinary action, up to and including suspension or termination.

Discipline/Penalties

Any individual who violates the sexual harassment policy by engaging in prohibited sexual harassment may be subject to appropriate disciplinary action. Disciplinary measures available to school authorities include, but are not limited to the following:

1. Students: Discipline may range from a warning up to and including

suspension from school, to be imposed consistent with the student conduct an discipline policy and applicable law.

2. Employees: Discipline may range from a warning up to and including termination, to be imposed consistent with all applicable contractual and statutory rights.
3. Volunteers: Penalties may range from a warning up to and including loss of volunteer assignment.
4. Vendors: Penalties may mänge from a warning up to and including loss of district business.
5. Other individuals: Penalties may range from a warning up to and including limitation of future access to school property so as to permit an eligible individual to enter upon school property only to vote at school or general elections, to attend open meetings of the board of education, or unless otherwise given express permission by a district administrator.

False Complaints

False or malicious complaints of sexual harassment may result in corrective or disciplinary action taken against the complainant.

Training

All students and employees shall be informed of this policy in student and employee handbooks arid student registration materials. A poster summarizing the policy shall also be posted in a prominent location at each school. MI secondary school student body officers shall receive district training about the policy at the beginning of each school year.

All new employees shall receive information about this policy and regulation at new employee orientation. MI other employees shall be provided information at least once a year regarding this policy and the district's commitment to a harassment-free learning and working environment. Principals, Title IX coordinators, and other administrative employees who have specific responsibilities for investigating and resolving complaints of sexual harassment shall receive yearly training on this policy, regulation and related legal developments.

Principals in each school and program directors shall be responsible for informing students and staff on a yearly basis of the terms of this policy, including the procedures established for investigation and resolution of complaints, general issues surrounding sexual harassment, the rights and responsibilities of students and employees, and the impact of sexual harassment on the victim.

Adoption Date: July 1, 1994 (prior regulations 5020.I-R and 9010.2-R)
Revision Date: April 18, 2000



CONNETQUOT CENTRAL SCHOOL DISTRICT OF ISLIP

0110-E.1

SEXUAL HARASSMENT FORMAL COMPLAINT FORM

To be completed by employees, students 18 years of age or older, or in the case of a minor student, the child may be assisted by a parent or guardian.

Name of complainant: _____

Employee (Title _____) ___ Student ___ Parent

Building/School: _____

Date of complaint: _____

Name of alleged sexual harasser: _____

Date and place of incident: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Has the incident been reported before? _____

If yes, when? _____

To whom? _____

What was the resolution? _____

Reasons for dissatisfaction with prior resolution of informal complaint _____

Signature: _____

Adoption date: October 24, 2000



CONNETQUOT CENTRAL SCHOOL DISTRICT OF ISLIP

0110-E.2

SEXUAL HARASSMENT COMPLAINT-APPEAL FORM

To be completed by employees, students 18 years of age or older, or in the case of a minor student, the child may be assisted by a parent or guardian.

Name of complainant: _____

Employee (Title _____) ___ Student ___ Parent

Building/School: _____

Date of original complaint: _____ Date of appeal: _____

Have there been any prior appeals? _____

If yes, when? _____

To whom? _____

Description of the decision being appealed: _____

Why is the decision being appealed? _____

Signature: _____

Adoption date: October 24, 2000



CONNETQUOT CENTRAL SCHOOL DISTRICT OF ISLIP

4526

COMPUTER USE FOR INSTRUCTION

The Board of Education is committed to optimizing student learning and teaching. The Board considers student access to a computer network, including the Internet, to be a powerful and valuable educational and research tool, and encourages the use of computers and computer-related technology in district classrooms solely for the purpose of advancing and promoting learning and teaching.

The computer network can provide a forum for learning various software applications and through the Internet can significantly enhance educational experiences for students.

All users of the district's computer network and the Internet must understand that use is a privilege, not a right. Any inappropriate use shall result in the suspension or revocation of that privilege.

The Superintendent of Schools shall establish regulations governing the use and security of the district's computer network. All users of the district's computer network and equipment shall comply with this policy and those regulations. Failure to comply may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

The Superintendent shall designate a Director of Technology to oversee the use of district computer resources.

The Superintendent, working in conjunction with the designated purchasing agent for the district, the Director of Technology and the Technology Committee, will be responsible for the purchase and distribution of computer software and hardware throughout district schools. The Director of Technology will work with the committee preparing the Comprehensive District Education Plan (CDEP) to ensure technology plans are included.

Adoption Date: January 12, 2000
Revision Date: November 18, 2008

CONNETQUOT CENTRAL SCHOOL DISTRICT OF ISLIP

8111

REPORTING OF HAZARDS

The Board of Education recognizes its responsibility to provide an environment, which is reasonably secure from known hazards. The Board therefore directs the Superintendent of Schools and all professional and support staff members to comply with occupational safety and health regulations, including the Hazard Communication Standard and "Right-to-Know" legislation.

The Superintendent will direct appropriate personnel to develop and oversee a written hazard communication program. Such program will include the following:

1. the acquisition, maintenance and review of Material Safety Data Sheets (MSDS's) for all known hazardous materials on district property;
2. the compilation of a hazardous materials inventory;
3. employee training in hazardous materials management and protection; and
4. the recording of all incidents involving exposure to known hazardous materials.

The district will comply with the requirements for the visual notification of pesticide spraying as set forth in the Environmental Conservation Law.

It is the responsibility of the entire school community to report any unsafe building or equipment conditions to the main office as soon as possible. In addition, designated administrators will provide notice of hazardous materials to current and former employees within 72 hours of a request.

If students observe other students acting in an unsafe manner, this behavior should be reported to the nearest available staff member.

Cross-ref: 1120, School District Records/ Public's Right to Know
8120, Accident Prevention and Safety Procedures

Ref: 29 CFR §1910.1200 and 12 NYCRR Part 800 (Hazard Communication Standard)
40 CFR §763.95
Public Health Law, Article 48 and Labor Law, Article 28
("Right-to-Know" Law)



Vendor Links for Connetquot CSD

- AXA Equitable Life Insurance Company - www.equitable.com
- ING National Trust - www.ing.com
- Mass Mutual VA -
- Metropolitan Life Insurance Co - www.metlife.com
- Mutual, Inc. - www.mutualinc.com
- Paul Revere Insurance Group - www.paulrevere.com
- Putnam Investments - www.putnaminv.com
- The Legend Group/ADSERV - www.legendgroup.com
- Thrivent Financial for Lutherans - www.thrivent.com
- Travelers Life & Annuity - www.travelersla.com

OMNI®

disclaimer

7/1/2008



OMNI 403(b) FLEX FORM

The Omni Group
 Watertown Office Park
 1099 Jay Street
 Rochester, NY 14611
 (585) 436-OMNI
 Toll Free: (877) 544-OMNI
 Fax: (585) 436-3633
 www.Omni403b.com

Please Print Employer _____

Employee Name: _____ Employee SS#: _____

Date of Birth: _____ Date of Hire: _____

Salary Adjustment Agreement for Tax Sheltered Annuities

----- IMPORTANT NOTICE -----

Before You Sign, Read All Information on this form: (Note: ALL employees are eligible to participate in a 403(b) Plan (Tax Sheltered Annuities or TSA's). A TSA is an investment account that is set aside for your retirement (only), and is paid for with "pre-tax" dollars. Unless utilizing the catch-up provisions, your maximum contribution cannot exceed \$15,000 (\$20,000 if aged 50 or over).

Part 1. Contribution Information: (Select only those that apply)

- I do not wish to participate at this time. I understand that I may participate in the TSA program at any time in the future simply by contacting an approved district TSA vendor. (Please sign and date on reverse side in Part 4 and return to Business Office.)
- No change. (I'm a current TSA participant: continue my existing salary reduction and Service Provider.)
- Initiate New Salary Reduction. I have already opened a new TSA; my account # is _____. Please deduct _____ per pay.
- Change Salary Reduction. This is notification to change the amount of my TSA salary reduction from \$_____ per pay to \$_____ per pay
- Change Service Provider. This is notification to change my Service Provider (indicate amounts in Part 2) from _____ to _____. My new account # is _____.
- Discontinue Salary Reduction. Please discontinue my TSA salary reduction with the following Service Provider: _____.

Implementation Date: Salary reduction instructions shall be implemented in accordance with Employer's administrative schedule.

Part 2. Service Provider (Investment Company): (This section must be completed if you are participating in the Plan)

Investment Company	Amount Per Pay Period
1.	
2.	
3.	
Total Per Pay Remittance	

Part 3. Agreement

The above named Employee agrees to modify his/her salary as indicated above. Employer agrees to transfer the above stated funds on Employee's behalf into the annuity or custodial accounts selected by Employee. It is intended that the requirements of all applicable state or federal income tax rules and regulations (Applicable Law) will be met. The Employee understands and agrees to the following:

- 1) This Salary Reduction Agreement is legally binding and irrevocable with respect to amounts paid.
- 2) This Salary Reduction Agreement may be changed with respect to amounts not yet paid.
- 3) This Salary Reduction Agreement may be terminated at any time for amounts not yet paid or available, and that a termination request is permanent and remains in effect until a new Salary Reduction Agreement is submitted.
- 4) Omni will assume the responsibility for determining that service provider contracts are 403 (b) qualified.

Employee acknowledges that Employer has made no representation to Employee regarding the advisability, appropriateness, or tax consequences of the purchase of the annuity and/or custodial account described herein. Employee agrees Employer shall have no liability whatsoever for any and all losses suffered by Employee with regard to his/her selection of the annuity and/or custodial account, its terms, the selection of the insurance company or regulated investment company, the financial condition, operation of or benefits provided by said insurance company or regulated investment company, or his/her selection and purchase of shares of regulated investment companies. Nothing herein shall affect the terms of employment between Employer and Employee. This agreement supersedes all prior salary reduction agreements and shall automatically terminate if Employee's employment is terminated.

example 3

Revised 1/06

CONNETQUOT CENTRAL SCHOOL DISTRICT OF ISLIP
BOHEMIA, NEW YORK

SCHEDULE 2
BOARD OF EDUCATION
2009-2010 MEETING SCHEDULE

All Board of Education Meetings will be held on the second and fourth TUESDAY of each month at 8:00 P.M. in the District Office, unless otherwise noted.

MEETING DATE	PURPOSE
July 7, 2009	Reorganization Meeting/Business Meeting
July 14, 2009	Executive Session Only/Negotiations
August 25, 2009*	Business Meeting
September 8, 2009	Business Meeting
September 22, 2009	Planning Session
October 13, 2009	Business Meeting
October 27, 2009	Planning Session
November 10, 2009	Business Meeting
November 24, 2009	Executive Session Only/BOE Training
December 8, 2009*	Business Meeting
January 12, 2010	Business Meeting
January 26, 2010	Planning Session
February 9, 2010	Business Meeting
February 23, 2010	Planning Session/Business Meeting
March 9, 2010	Business Meeting
March 23, 2010	Planning Session
April 13, 2010	Business Meeting
April 20, 2010	Budget Meeting (7:00 p.m.)
April 21, 2010	BOCES Budget Vote/Board Election
April 27, 2010	Planning Session/Budget Adoption
May 11, 2010	Business Meeting/Public Hearing
May 18, 2010	Budget Vote
May 25, 2010	Planning Session
June 8, 2010	Business Meeting
June 22, 2010	Planning Session

*Denotes only one meeting in the month. Other special meeting dates may be scheduled as circumstances and needs warrant, especially from January through April as the budget is developed and discussed.

CONNETQUOT CENTRAL SCHOOL DISTRICT OF ISLIP
BOHEMIA, NEW YORK
2009/2010 Payroll Calendar

PAYROLL #	NOTE	DATE
1	2 Days Pay for 12 Month Employees	07/02/
2		07/16/
3		07/30/
4		08/13/
5		08/27/
6	First Pay for Teachers (3 Days Pay)	09/10/
	8 Days Pay for 10 Month Non-Instructional Employees	
7		09/24/
8		10/08/
9		10/22/
10		11/05/
11		11/19/
12		12/03/
13		12/17/
14	Wednesday	12/30/
15		01/14/
16		01/28/
17		02/11/
18		02/25/
19		03/11/
20		03/25/
21		04/08/
22		04/22/
23		05/06/
24		05/20/
25		06/03/
26	Half Pay for Teachers	06/17/
	Full Pay for Administrators/Principals/Non-Instructional	
27	Final Pay for Teachers (Lump Sum + Half-Pay/Bi-weekly) - Friday	06/25/
28	9 Days Pay for 12 Month and 10 Month Employees	06/30/

