



South Lewis CSD - Sewage Disposal System Observation Report

DATE: November 13, 2018
TO: Rich Poniktera
PROJECT: South Lewis CSD
Sewage Disposal System

REVIEW DATE: November 8, 2018
FIELD CONDITIONS: Overcast, 40 degrees F. snow flurries, wet ground conditions
PRESENT: Vincent Pietrzak RLA
Andy Watkins, PE,
Anton El-Hage, ELCO Septic Services
Shue Brothers Excavating

1.0 General

1.1 Review sanitary system and preform test holes and percolation tests for absorption field expansion.

2.0 Observations

- 2.1 The practice football field was wet with standing water noted on portions of Field #1. Grey water was pumping to the surface at the distribution box location when the pumps was activated, indicating the field was saturated.
- 2.2 The curtain outlet drain outlet was flowing minimally, but steady.
- 2.3 Ground water was seeping out of the drainage weeps located on the east embankment of the practice football field.
- 2.4 Re-activating the abandoned leach field located under the existing baseball field is no longer a viable option. Without the original design drawings or as-built plans, we are unable to understand the capacity, layout or requirements to re-establish the dosing. The former dosing chamber was located adjacent the first base line and is in disrepair. The structure will need to be removed or sealed with flowable fill under the new elementary school project.
- 2.5 Septic tank: No problems noted. Rich P. indicated the tank was last pumped in September of 2018.
- 2.6 Splitter manhole: The flow between the north and south pump chambers was not even. Flow to the south pump chamber was back-flowing to the north chamber. Further investigation of the south pump chamber indicated the liquid level in the tank was above the tank inlet pipe, creating the back-flow condition.
- 2.7 South Pump chamber: Float switches were set too high, allowing liquid to fill above the invert elevation of the chamber. As a result, more liquid was diverted to the north pump chamber and then pumped to absorption fields 1 and 4, (the location of the most severe breakouts). The floats were adjusted to activate the pumps below the invert elevation of the chamber, which eliminated the back-up at the splitter manhole. The flows have been balanced between the two pump chambers, which will

now evenly distribute liquid to all four absorption fields. It may take a few days to see an improvement at the absorption fields, (drier surface conditions at fields 1 & 4). Both pumps were manually activated and operated properly.

2.8 North Pump chamber.

Both pumps were manually activated and operated properly.

2.9 Control panels: (located adjacent the greenhouse).

- a. Pumps for both pump chambers were activated and sequenced properly.
- b. Water was found in the south panel box cabinet, the seal for the cabinet needs to be replaced and made water tight.

2.10 Water usage: Recent water meter readings indicate approximately 5,100 -5,200 GPD, (gallons per day) for the month of November. This is an increase over 2017 data, when the average was between 3,900 and 4,800 GPD. The 2010 Engineer's Report calculated a daily sewage flow of 13,680 GPD for the current design, (based on 662 students x 20 GPD = 13,240 total GPD).

3.0 Recommendations

- 3.1 Provide an additional absorption field to reduce the burden that is over loading the current treatment system. During seasonal wet periods, or prolonged rain events, fields 1 and 4 have exhibited grey water break-outs at the surface since constructed. The core problem remains the marginal sub soils and depth of bedrock at field #1 that results in slow infiltration rates.
- 3.2 Percolation tests and deep observation pits were performed. An area east of the current absorption field and south of the softball field indicate favorable soils for an absorption system. Depth of bedrock was between 1.5' and 5-feet, therefore the selected area qualifies for an absorption system in fill to provide separation to bedrock while maintaining contact with the native soils. Refer to attached field report by Watkins Environmental Sciences.
- 3.3 New Absorption Field: Eljen GSF absorption trench providing secondary treatment, (matching 2011 installation) constructed in a raised bed of 2-3 feet of select fill. Refer to attached concept plan for location and size. The modifications and added treatment shall be in conformance with manufacturer's recommendations and *Design and Installation for Eljen GSF Units, 2009* publication.

The new field will increase the system absorption field size by 800 LF or 21%, (existing field configuration = 4 fields of 7 lines @ 132 LF = 3,696 LF). New field configuration equals 8 lines @ 100 LF = 800 LF.

- 3.4 I contacted V.S. Virkler & Sons, Inc regarding the availability of sanitary sand for the required fill material. Their pit remains open until late December and continues to process and screen sand products when there is demand. Approximately 600 CY of course sand is required.
- 3.5 Costs: The estimated construction cost for the proposed absorption field is \$106,500. This amount includes 10% for winter conditions.

3.6 Schedule:

Scenario 1 - Winter Construction

Complete design November 26

Complete bid documents November 30

Bidding December 3 through December 14

Award & Contract December 17

Start Construction December 26

Finish Construction January 25, 2019 (lawns completed April 2019)

Scenario 2 - Spring Construction

Complete design November 26

Complete bid documents November 30

Bidding December 3 through December 14

Award & Contract December 17

Start Construction April 1, 2019

Finish Construction April 30, 2019

These notes convey my observations and recommendation, which are preliminary only. Corrections, questions or comments should be directed to AOLA.



Submitted By:

Vincent Pietrzak, RLA, ASLA

VP/lc

Cc: Andy Watkins, PE

Doug Premio, Superintendent of Schools

Michael Ebertz, SEI

November 10, 2018

Vince Pietrzak
Appel Osborne Landscaping Architecture
102 W. Division Street
Syracuse, NY 13204

RE: South Lewis Central School, Deep Test Holes & Percolation Tests

Dear Mr. Pietrzak:

Following are results of field testing on November 8, 2018 at South Lewis School, the purpose being to locate the most suitable site for treating wastewater from the current school and future school addition. The current system is exhibiting some sub-surface drainage issues related to possible excessive flows and/or inferior soil drainage potential.

DH 1

0-14" Clay loam topsoil; 14" to 3 ½' fractured stone & loam; > 3 ½' Bedrock

DH 2

0-2' clay loam; 2-8' gravelly clay

DH 3

0-2' clay loam; 2' to 8 ½' clay loam fill, tarvia, stone

DH 4

0-2 ½' sandy loam fill; 2 ½' - 3 ½' original topsoil; 3 ½'-10' gravelly clay loam

DH 5

0-1' sandy clay loam topsoil; >1' bedrock

DH 6

0-2' clay loam topsoil; 2-4 ½' rocky clay loam; >4 ½' bedrock

DH 7

0-2' clay loam topsoil; 2-5' fractured stone/rock soil; >5' bedrock

DH 8

0-1' clay loam topsoil; 1-1 1/2' clay loam; >1 1/2' bedrock

DH 9

0-3' clay loam soil; >3' bedrock

DH 10

0-4' stone & gravel clay loam; >4' bedrock

DH 11

0-1 1/2' topsoil; 1 1/2' - 7' stone & gravel clay loam; >7' bedrock

DH 12

0-1 1/2' clay loam; 1 1/2'-6' gravelly clay loam & stone; >6' bedrock

DH 13

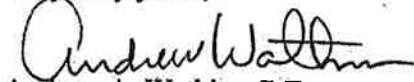
0-3' clay loam; 3-5' gravelly clay loam & stone; >5' bedrock

Percolation Tests were performed in the area of DH 7 & DH 8.

- TH 1: Stabilized Percolation Rate: 14 minutes in a 12" deep hole
- TH 2: Stabilized Percolation Rate: 9 minutes in a 12" deep hole
- TH 3: Stabilized Percolation Rate: 17 minutes in a 12" deep hole

These results may be used to design a 'raised' type leach field.

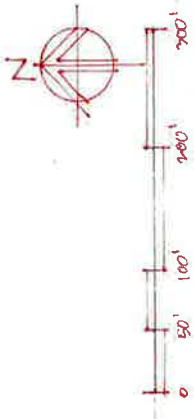
Very truly yours,



Andrew A. Watkins, P.E.

President

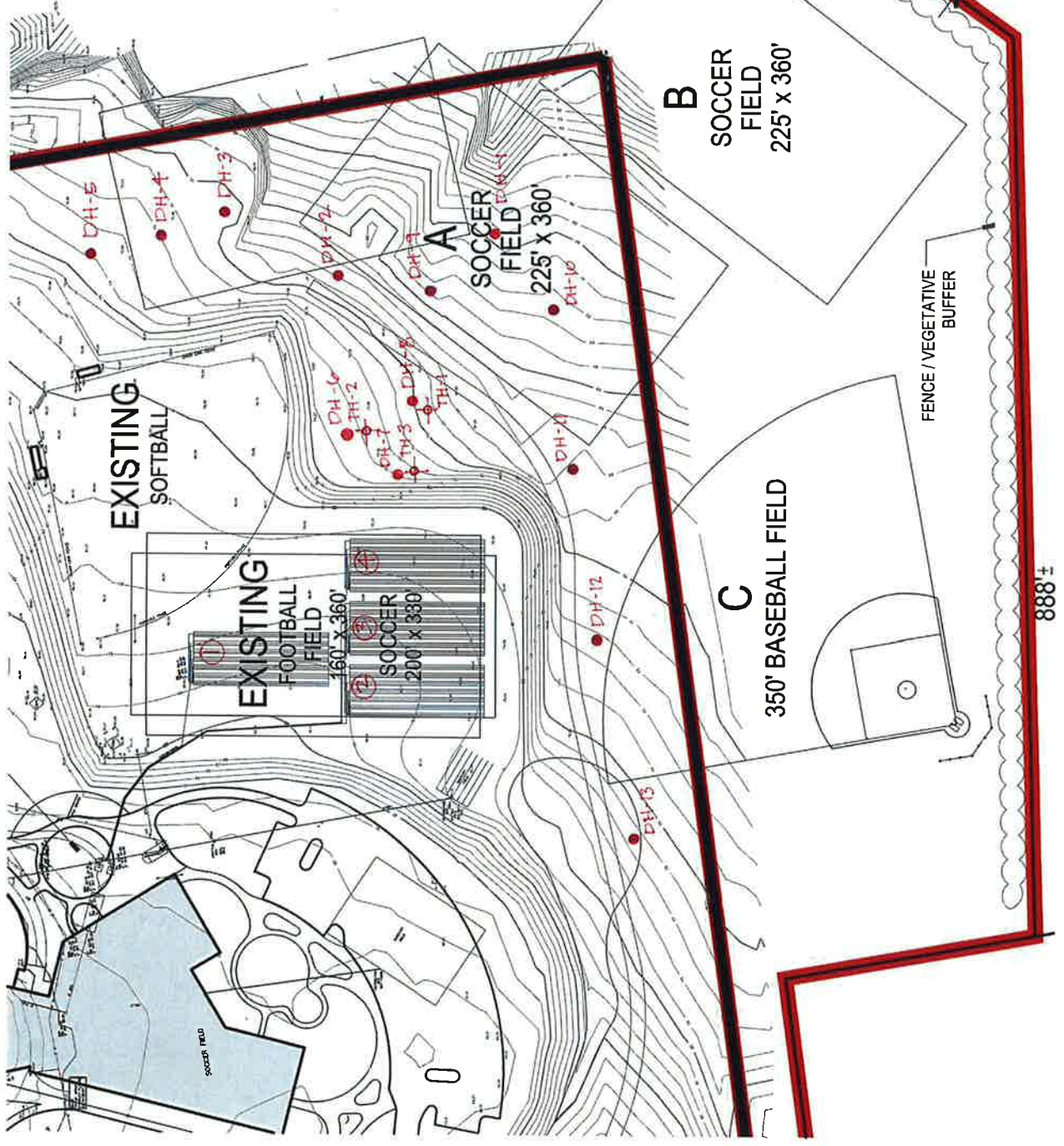
AW/



South Lewis CSD
Sanitary Sewage Disposal System
New Absorption Field

Perc Test Location Plan
November 12, 2018

KEY:
 ○ -- TEST HOLE (perc.)
 ● DEEP HOLE



SWM
AREA

A
SOCCER
FIELD
225' x 360'

B
SOCCER
FIELD
225' x 360'

EXISTING
SOFTBALL

EXISTING
FOOTBALL
FIELD
160' x 360'

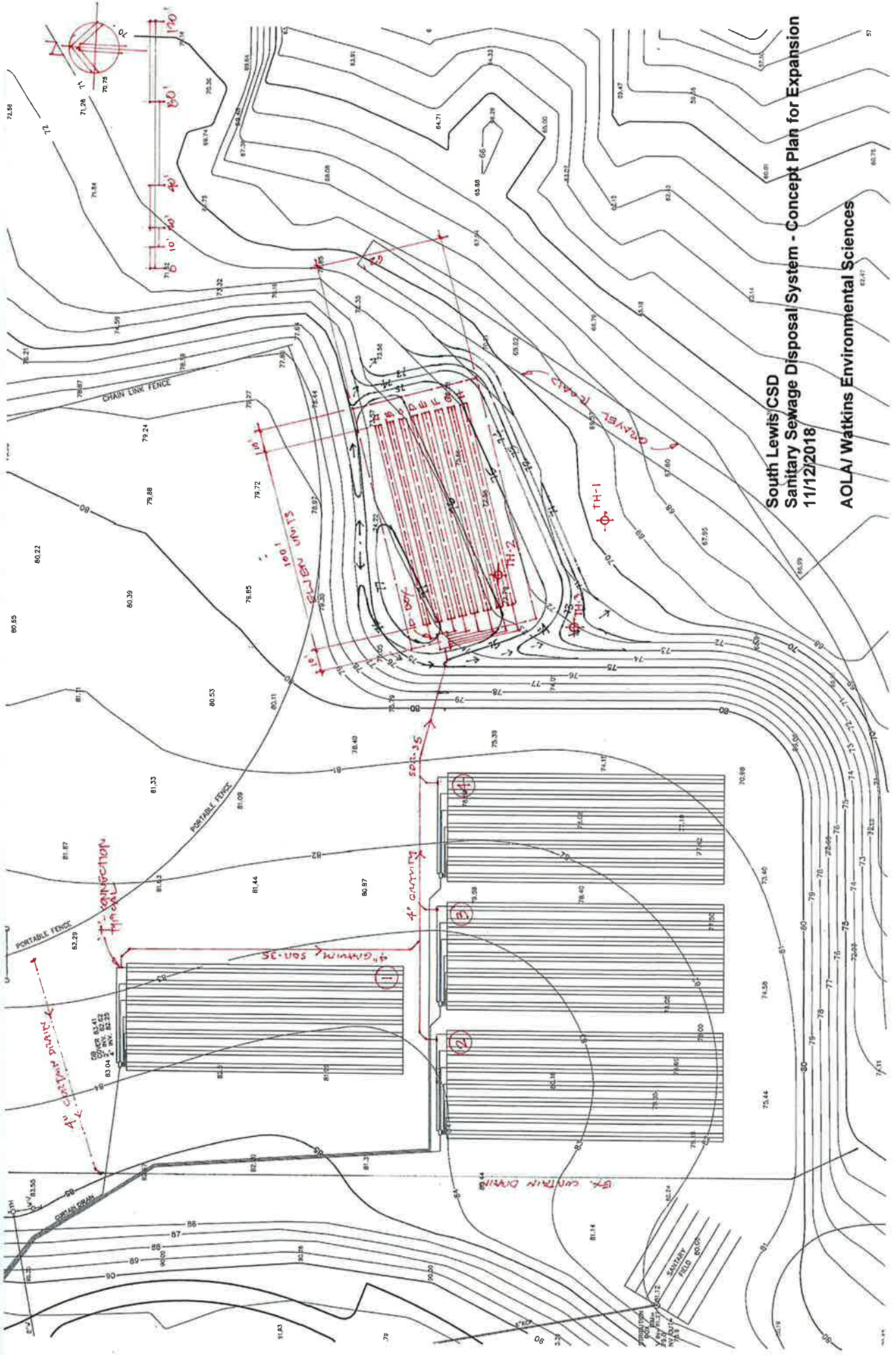
EXISTING
SOCCER
200' x 330'

C
350' BASEBALL FIELD

FENCE / VEGETATIVE
BUFFER

888'±

SOCCER FIELD



South Lewis/CSD
 Sanitary Sewage Disposal System - Concept Plan for Expansion
 11/12/2018

AOLA/ Watkins Environmental Sciences



South Lewis CSD - Sewage Disposal System Summary Report

DATE: November 28, 2018
TO: Douglas Premo, Superintendent of Schools

PROJECT: South Lewis CSD
Sewage Disposal System

Introduction

This report presents the results of field observation and testing performed by Appel Osborne Landscape Architecture, and Andrew Watkins, PE on November 8, 2018, as well as earlier investigation during the Spring of 2017.

The sanitary system was installed in 2011 as part of the Capital Project and became active in September of 2011. The system was certified by the design engineer, (Barry L. Pickard, PE) on January 23, 2012 and is operating under a NYSDEC State Pollutant Discharge Elimination System (SPDES) Permit # NY 010 4477.

The 2009 Capital Project included a new sanitary sewage treatment/ disposal system to replace the previous system that would be displaced by a planned new elementary school. The new system would serve only the Middle/ Senior High School, Bus Garage and New Bio-mass Boiler Facility. A separate system to serve the future Elementary School would be part of the 2019 Capital Project. The current system is a raised sanitary sewage subsurface disposal system consisting of Eljen absorption trenches in gravel fill. The system includes a 16,000-gallon septic tank, flow-splitting manhole, two duplex alternating effluent pump stations, and four Eljen absorption trench fields. The treatment system has been designed in conformance with NYSDEC Standards for Waste Water Treatment. Soil percolation test performed in 2009 indicated a wide range of mostly slow infiltration rates, however the design area qualified for an absorption system.

During construction, bed rock was encountered in portions of the new absorption field. A minimum of two feet separation between the new absorption bed and underlying bedrock was maintained to meet NYSDEC criteria. The fill sand used for the absorption trenches was tested on site during installation and met design specifications.

Design criteria for the current subsurface sewage disposal system includes:

- A. Average daily sewage design flow = 662 students x 20-gallons per day = 13,240 gallons per day.
- B. Length of trench required: $13,240 \text{ gpd} / (0.6 \text{ gpd/sf} \times 6') = 3,678$ linear feet trench
- C. Length of trench supplied = 3,696 linear feet (4 fields of 7 lines @ 132 linear feet)

The current system began presenting breakouts, (grey-water out breaks at the surface of the practice field) within two years of operation, mostly during seasonal wet periods when the soils were saturated with the winter run-off. More severe breakouts were noted in the fall and summer of 2015. Field investigations determined that the effluent pumps were not discharging at an equal rate, resulting in fields 1 and 4 being over saturated. It was determined that the splitter-manhole was not equally dividing the flow, which was corrected in 2015. The pumps chamber floats were also adjusted to improve conditions. One pump was found deficient and replaced. The breakouts continued sporadically since 2015, mostly occurring during seasonally wet periods.



Drainage weeps were installed in the spring of 2018 to alleviate ground water believed to be under the absorption bed, causing a “perched” water table, contributing to slow infiltration into the native soils. Since this time, the practice field where the absorption fields are located remain wet. Breakouts at distribution box-1 are noticeable when the pumps are activated, indicating the absorption field is fully saturated.

Observations

On November 8, 2018, adjustments were made by ELCO Septic Service, to correct deficiencies at the South pump chamber. Float switches were set too high, allowing liquid to fill above the invert elevation of the chamber. As a result, more liquid was diverted to the north pump chamber and then pumped to absorption fields 1 and 4, (the location of the most severe breakouts). The floats were adjusted to activate the pumps below the invert elevation of the chamber, which eliminated the back-up at the splitter manhole. The flows have been balanced between the two pump chambers, which will now evenly distribute liquid to all four absorption fields.

Despite the previous efforts and system adjustments, periodic breakouts of grey-water will remain an ongoing problem during seasonal wet periods or prolonged rain events. The flow volumes remain within the original design criteria however, we conclude that the breakouts will continue as a result of poor infiltration of the native soils and the shallow depth to bedrock, (an impervious barrier) in the vicinity of the existing absorption beds. Refer to Observation Report dated 11/13/2018, (attached).

Recommendations

Provide an additional absorption field to supplement the flow volume that is over loading the current treatment system.

Treatment type: Eljen GSF absorption trench providing secondary treatment, (matching 2011 installation) constructed in a raised bed of 2-3 feet of select fill. Refer to attached concept plan for location and size. The modifications and added treatment shall be in conformance with manufacturer’s recommendations and Design and Installation for Eljen GSF Units, 2009 publication and NYSDEC design criteria.

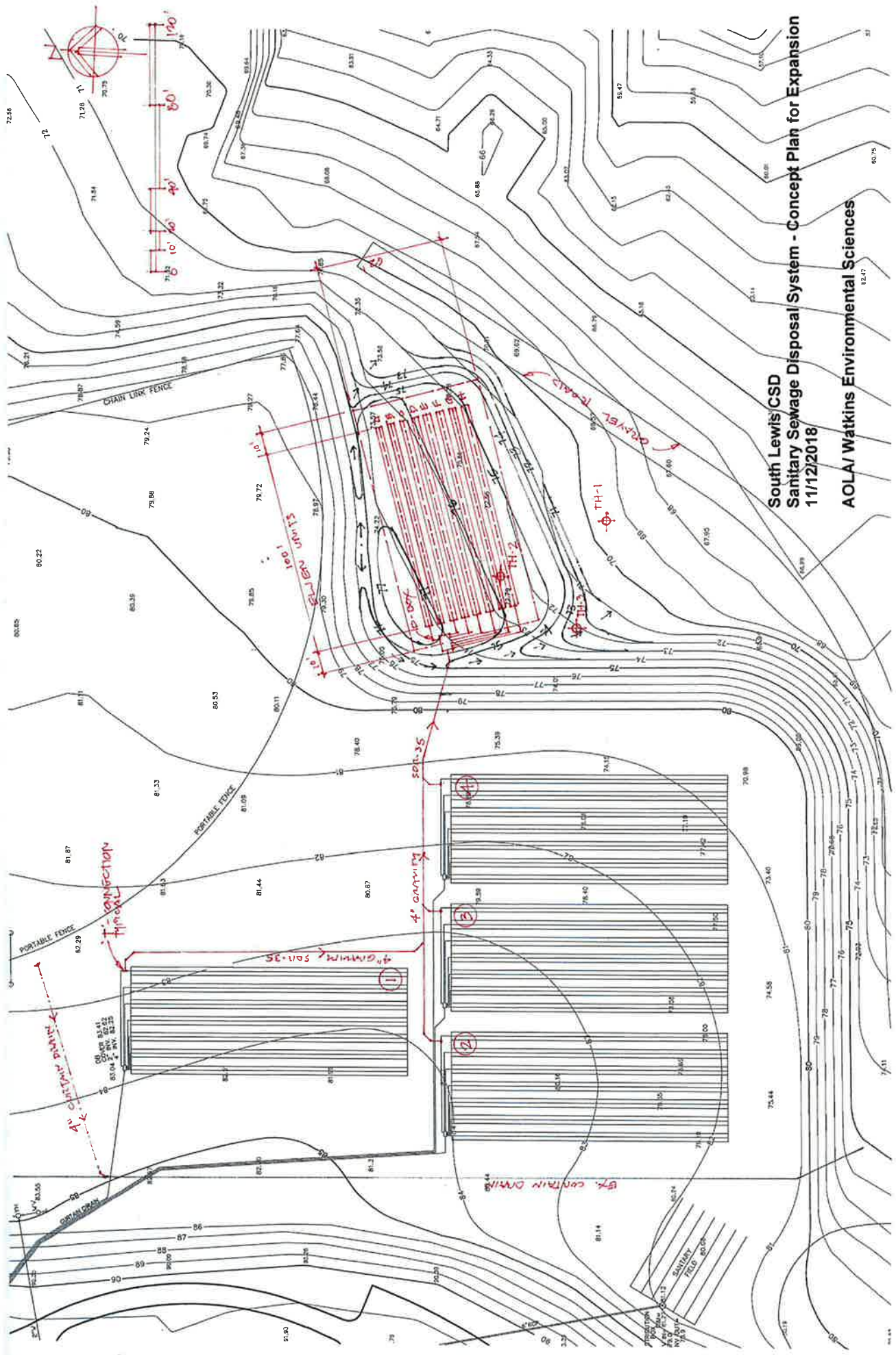
Construction would take place in the spring of 2019. Winter construction is not advisable due to quality control in the field and the availability of select fill, (course sand) needed for the absorption trenches.

Schedule:

Complete design and NYSDEC review December 14, 2018
Complete bid documents December 31, 2018
Bidding January 2 through January 16, 2019
Award & Contract January 23, 2019
Start Construction April 1, 2019
Finish Construction April 30, 2019

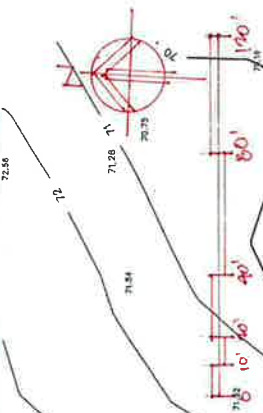
Costs:\$112,000.00 (refer to attached itemized estimate)

Submitted By:
Vincent Pietrzak, RLA, ASLA



South Lewis/CSD
 Sanitary Sewage Disposal System - Concept Plan for Expansion
 11/12/2018

AOLA/ Watkins Environmental Sciences



PORTABLE FENCE
 4" CONTAIN DRAIN
 4" ANTIMONY
 4" ANTIMONY
 4" ANTIMONY

4" ANTIMONY
 4" ANTIMONY
 4" ANTIMONY

4" ANTIMONY
 4" ANTIMONY

EX. CONTAIN DRAIN

PROPOSED
 SANITARY
 FIELD GROUP

12.47

60.75

37

WATKINS ENVIRONMENTAL SCIENCES

November 10, 2018

Vince Pietrzak
Appel Osborne Landscaping Architecture
102 W. Division Street
Syracuse, NY 13204

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DH 7

0-2' clay loam topsoil; 2-5' fractured stone/rock soil; >5' bedrock

DH 8

0-1' clay loam topsoil; 1-1 ½' clay loam; >1 ½' bedrock

DH 9

0-3' clay loam soil; >3' bedrock

DH 10

0-4' stone & gravel clay loam; >4' bedrock

DH 11

0-1 ½' topsoil; 1 ½' - 7' stone & gravel clay loam; >7' bedrock

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DH 13

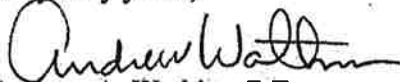
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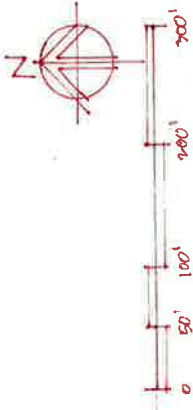
Very truly yours,



Andrew A. Watkins, P.E.

President

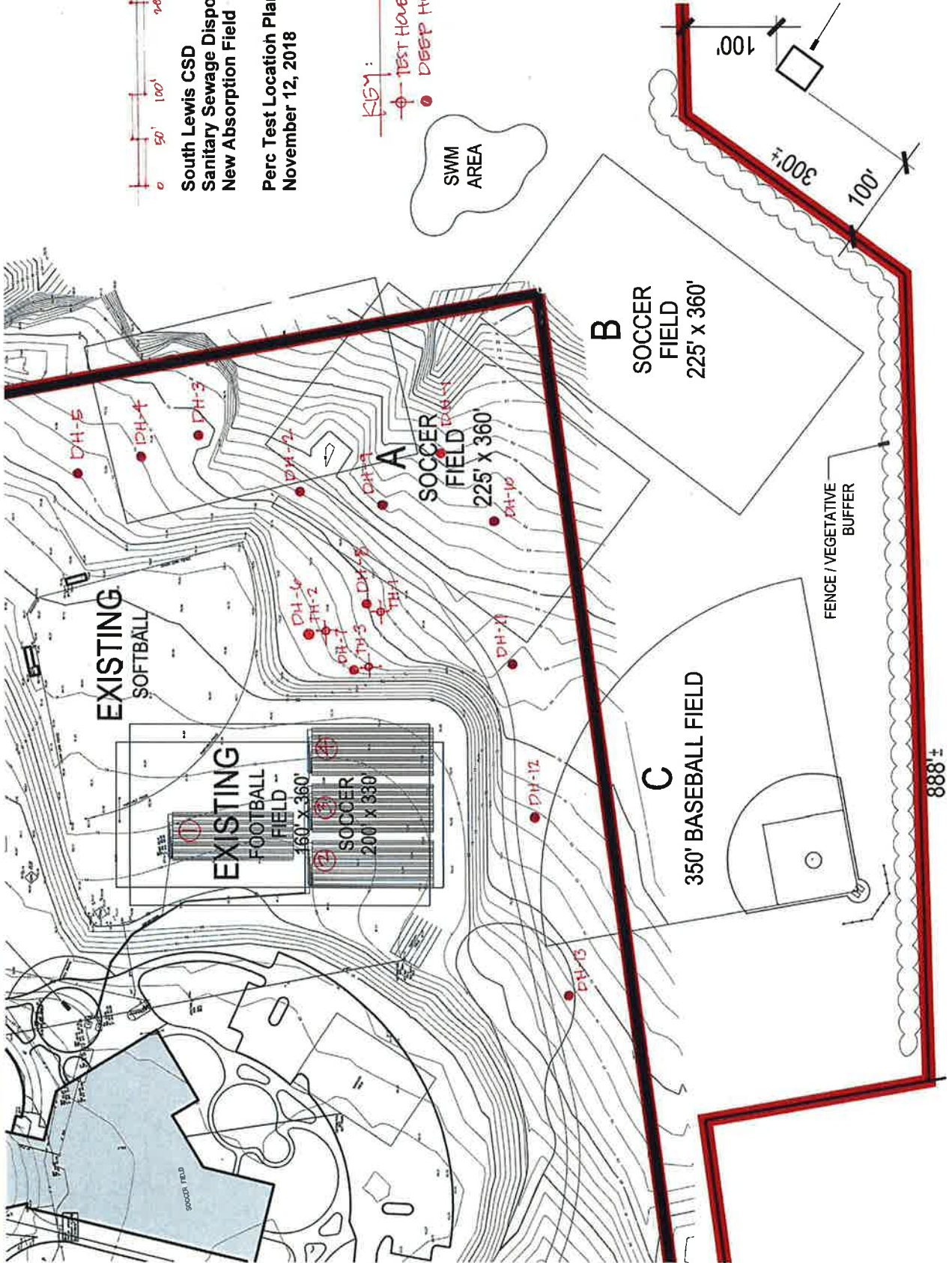
AW/



South Lewis CSD
Sanitary Sewage Disposal System
New Absorption Field

Perc Test Location Plan
November 12, 2018

KEY:
 ○ TEST HOLE (PENG)
 ● DEEP HOLE



info@eljen.com**800-444-1359**

125 McKee Street, East Hartford, CT 06108

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Eljen GSF

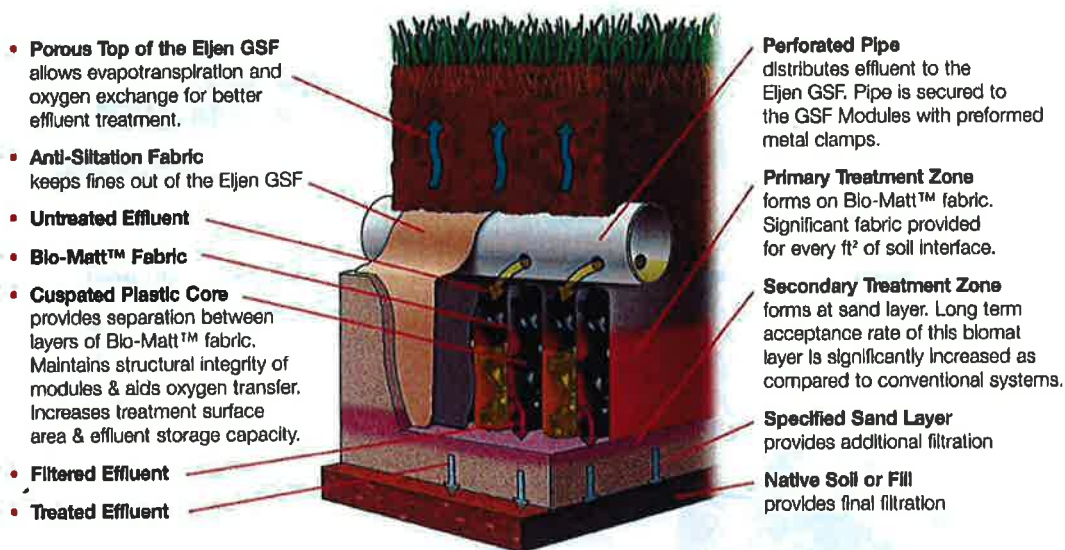


Passive Advanced Treatment Technology

- Tested and Certified by NSF to NSF Standard 40
- Independent and third party testing shows the Eljen GSF treats to better than secondary treatment
- Pretreats effluent with a two-stage Bio-Matt™ process
- Greater long-term performance
- Requires a much smaller installation area than traditional systems
- Patented products and technology
- No stone required
- Lower site impact
- Lightweight and easy to handle and install

When your installation requires extra capacity in less space, the Eljen GSF delivers. While conventional systems rely on a single biomat forming at the soil interface, the Eljen GSF adds a second, primary biomat layer on the surface of its unique Bio-Matt™ Fabric.

How the Eljen GSF System Works



The Eljen GSF Geotextile Sand Filter System is a cost-effective upgrade from other septic technologies. Comprised of a proprietary two-stage Bio-Matt™ pre-treatment process, the GSF Modules apply a better-than-secondary aerobic effluent to the soil, increasing the soil's ability to accept the effluent. The result is a superior treatment in a smaller absorption area.

Primary Treatment Zone

- Perforated pipe is centered above the GSF Module to distribute septic effluent over and into corrugations created by the cusped core of the GSF Module.
- Septic effluent is filtered through the Bio-Matt™ fabric. The GSF Module's unique design provides increased surface area for biological treatment that greatly exceeds the Module's footprint.
- Open air channels within the GSF Module support aerobic bacterial growth on the Module's geotextile fabric interface, surpassing the surface area required for traditional absorption systems.
- An anti-siltation geotextile fabric covers the top and sides of the GSF Module and protects the Specified Sand and soil from clogging, while maintaining effluent storage within the Module.

Secondary Treatment Zone

- Effluent drips into the **Specified Sand** layer and supports unsaturated flow into the native soil. This Specified Sand/soil interface maintains soil structure, thereby maximizing the available absorption interface in the native soil. The Specified Sand supports nitrification of the effluent, which reduces oxygen demand in the soil, thus minimizing soil clogging from anaerobic bacteria.
- The Specified Sand layer also protects the soil from compaction and helps maintain cracks and crevices in the soil. This preserves the soil's natural infiltration capacity, which is especially important in finer textured soils, where these large channels are critical for long-term performance.
- Native soil provides final filtration and allows for groundwater recharge.

GSF Module Specifications



**ESTIMATE OF PROBABLE
CONSTRUCTION COSTS**

PROJECT: SOUTH LEWIS CSD - Sanitary Remediation Work

Schematic Estimate

DATE OF DRAWING: 11-13-2018

DATE OF ESTIMATE: 11-13-2018

BASED ON 2019 COSTS

PREPARED BY: VP

CHECKED BY: VP

No.	Item Description	Quantity		Unit Cost	Sub Total
SITE WORK					
A	NEW ABSORPTION FIELD (120' x 62')				
1	BOND, MOBILIZATION, SUBMITTALS, TESTING and LAYOUT (7%)	1	LS	\$ 0.07	\$5,842
2	SANITARY WORK				
A	4-INCH PVC SDR-35 SEWER PIPE	1280	LF	\$ 25.00	\$32,000
B	PIPE FITTINGS/ REDUCERS	1	LS	\$ 500.00	\$500
C	COURSE SAND - INCLUDING TRUCKING FROM V.S. VIRKLER & SON	600	CY	\$ 26.00	\$15,600
D	ELJEN GSF (2-FOOT WIDE MATTE)	800	LF	\$ 40.00	\$32,000
E	PRECAST CONCRETE D-BOX	1	LS	\$ 600.00	\$600
F	4-INCH HDPE PERFORATED STORM PIPE / CURTAIN DRAIN	110	LF	\$ 25.00	\$2,750
3	SITE EARTHWORK/ RESTORATION				
A	MISC. SITE PREPARATION	1	LS	\$ 1,000.00	\$1,000
B	EARTHWORK	600	CY	\$ 10.00	\$6,000
C	LAWN RESORATION	16000	SF	\$ 0.25	\$4,000
	O&P INCLUDED IN UNIT COSTS				
SITEWORK					\$101,000

4	CONSTRUCTION SUBTOTAL, ROUNDED UP TO \$1000	\$101,000
5	10% CONTINGENCY (5% ESCALATION AND 5% CONSTRUCTION)	\$11,000
6	CONSTRUCTION COST (ROUNDED UP TO NEAREST \$1,000)	\$112,000



South Lewis Central School

**December, 2018
Board of Education Meeting**



Technology Transformations.....



Introducing New Technologies that will help
move South Lewis in the **digital direction!**




Technology Transformations.....





Previously used only for sports registrations, we will be **expanding** the use of FamilyID to **other activities** including, but not limited to:

- **Field Trip Permission Forms;**
- **Registrations for School Events; and**
- **Other Forms Requiring Parent Signatures.**


The District will migrate to Enrollment of New Students through FamilyID in the future.




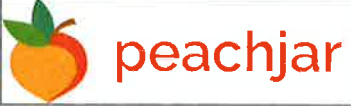
Technology Transformations.....







- ★ **The District goal is for ALL South Lewis families to have a FamilyID account established before February 1st.**
- ★ **Other forms and registrations that can be converted for completion online.**





Technology Transformations.....









-  peachjar is a new way to send parents school and community information digitally.
-  peachjar delivers digital flyers to parents with important information about afterschool & school-related activities. Parents view district-approved flyers via email or on the school website.
-  peachjar saves districts time and money by emailing flyers and schools know the flyers were received by parents.





Technology Transformations.....


-  peachjar communicates with parents in their preferred method – digitally through their email.
-  peachjar ensures that parents receive the communications from school. There are no more lost flyers or papers left in backpacks that are unread.
- The district can track whether parents are reading information sent through  peachjar .
- There is the ability to link  peachjar flyers with registrations. It works with FamilyID !





Technology Transformations.....






- Flyers are automatically loaded within the email for ease of viewing.
- **Flyers can be saved by recipients for future reference.**
- Recipients can also log into the website to view all flyers that are posted by our school.
- **Families can filter the flyers they view. They can choose to view all flyers or just flyers for a specific building.**





Technology Transformations.....



A brief video from  peachjar







Technology Transformations.....



The world has gone mobile

Smartphones are the primary devices used by families to organize their work, home and school lives. To succeed in this environment, educators need to think mobile first in how they engage parents.

 77% of American adults own a smartphone	 1 in 10 families use a smartphone as their only internet connection	 in 2015 mobile surpassed desktops as the most used device for Google searches
--	--	--



Technology Transformations.....



There are two components of apptegy our district will be using to communicate with our families and community!

The newly re-designed South Lewis website! Coming to a computer near you in **January!**

The South Lewis App!



Technology Transformations.....

We now have OUR OWN South Lewis App!

The official app for South Lewis Central School, NY allows users direct access to the most recent news, announcements and event calendars.

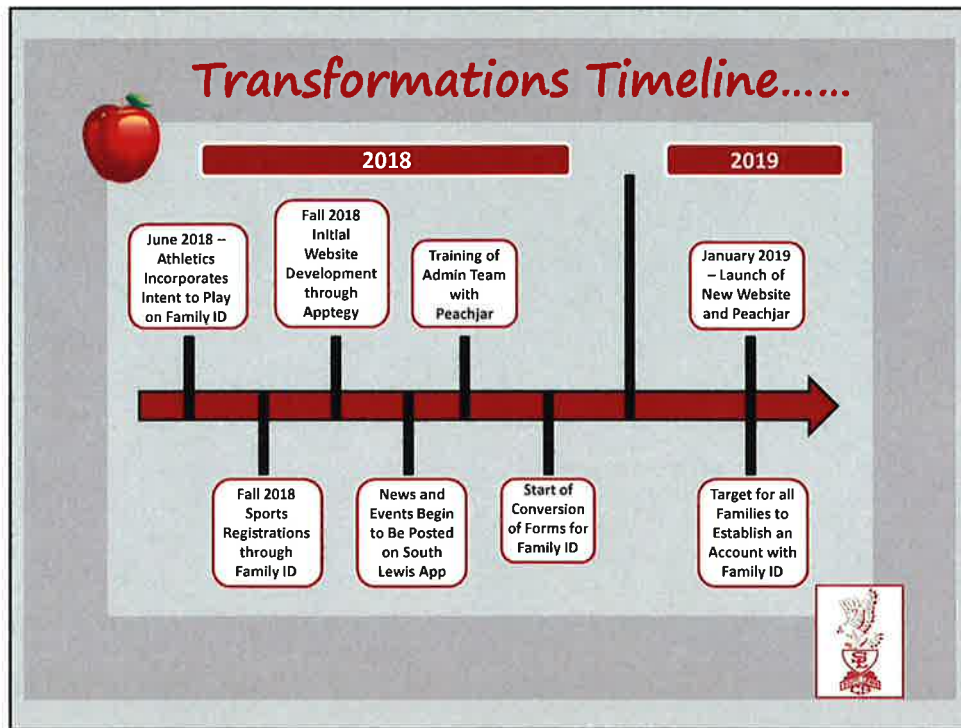
South Lewis Central School
No App Store

apptegy

Technology Transformations.....

From the iTunes App store.....

The official app for South Lewis Central School, NY allows users direct access to the most recent news, announcements and event calendars. Don't miss out on any important notifications. Users may also access the directory of district faculty and staff, find the location of school events, contact staff, and departments, follow athletic scores and updates, and much more.



Thank you for your support of our students and staff.....

LET'S ALL
PULL
TOGETHER

THE NICE THING ABOUT TEAMWORK IS THAT YOU ALWAYS HAVE OTHERS ON YOUR SIDE.
MARGARET CASEY

TEAM

Budget Board of Education Sub-Committees Meeting Schedule 2019-20 Budget

November 20, 2018

Tuesday, January 15, 2019 (Prior to 6:30 PM Audit/BOE Mtg.)

*All meetings will be held in the District Office Conference Room

TIME	DEPT	Tom B.	Paul C.	Scott C.	Andy L.	Mike L.	Dawn L.	Jessica C.	Rich V.	Barry W.
5:10 PM	Spec. Ed.				X			X		
5:35 PM	Middle		X		X		X			
6:00 PM	Elementary			X			X			

Monday, January 28, 2019 *All meetings will be held in the District Office Conference Room

TIME	DEPT	Tom B.	Paul C.	Scott C.	Andy L.	Mike L.	Dawn L.	Jessica C.	Rich V.	Barry W.
5:00 PM	Tech								X	X
5:25 PM	High					X	X			X
5:50 PM	B&G	X		X	X					
6:20 PM	PE			X		X			X	
6:50 PM	Music	X	X						X	
7:15 PM	Trans	X						X		

*Tuesday, February 12, 2019 (Prior to 6:30 PM Audit/BOE Mtg.) *All meetings will take place in the District Office Conference Room

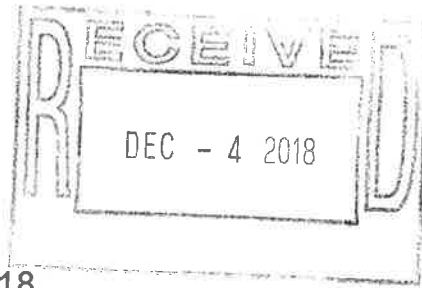
*This date/time is subject to change depending on the availability of needed information from the BOCES and the RIC

TIME	DEPT	Tom B.	Paul C.	Scott C.	Andy L.	Mike L.	Dawn L.	Jessica C.	Rich V.	Barry W.
*5:00 PM	BOCES - RIC - ADMIN	X	X							X

Staffing and Programs: (Tom B., Andy L., Mike L., and Barry W.) - TBD if necessary/as needed

South Lewis Agriculture Department

East Road
Turin, NY 13473
(315)348-2520
rhumphrey@southlewis.org



November 30th, 2018

Dear Mr. Premo;

The South Lewis FFA would once again like to attend the New York FFA 212/360 Leadership Conference which will be held at the OnCenter Convention Center in Syracuse. The dates of this year's conference will be January 26th and 27th. 14 South Lewis FFA members will be attending this event. The South Lewis FFA Chapter and FFA members will share registration fees.

Attached you will find a schedule for the conference. Please contact me with any questions.

Thank you,

A handwritten signature in cursive script that reads 'Rachael R. Humphrey'. The signature is written in dark ink and is positioned above the typed name.

Miss Rachael R. Humphrey
South Lewis FFA Advisor

The cornerstone conferences for personal growth are better than ever!

360° takes students full circle through chapter leadership development. Attendees will learn how to develop action plans for their chapters from every angle. The 2018 theme for the 360 Conference is "VISION."

212° - the temperature at which water boils- focuses on taking students to the boiling point of leadership. At 211°, water is extremely hot, but just one more degree gets us to the next level, the boiling point. This conference focuses on the development of the individual student. The 212° conference challenges students to push past their limits to the boiling point of leadership. The 2019 theme for the 212 Conference is "VIRTUES."



Conference Schedule

- Session 1: Vision
- Session 2: Seeing the Need
- Session 3: Creating the Path
- Session 4: Leading the Way
- Session 5: Staying on Track
- Session 6: Tracking our Progress

Conference Schedule

- Session 1: Passions
- Session 2: Core Virtues
- Session 3: Decision Making
- Session 4: Character
- Session 5: Goals
- Session 6: Actions

360° Conference Objectives:

In 2019, students will...

- Define vision and compare/contract leaders with and without vision.
- Discover the vision cycle and create a vision.
- Discover the value of setting goals.
- Identify strategies to recruit followers to execute a vision.
- Define persistence and identify the steps of the persistence cycle.
- Discover strategies in the evaluation of a vision.

212° Conference Objectives:

In 2019, students will...

- Identify personal passions and network with those who have shared passions.
- Define virtues and commit to leading a virtuous life.
- Describe the decision making process and apply it to better manage time and relationships.
- Explore how decisions build or define character.
- Set SMART goals to live out passions and virtues.
- Create a personal pledge and identify a mentor

NEW YORK FFA 212°/360° CONFERENCE

January 26-27, 2019

**Schedule Subject to Change*

<u>Saturday</u>			
	12:15 pm	Arrival/Registration for 212°/360° Begins	OnCenter, Gallagher Hall
	1:00pm	212°/360° Begins	
		360 Session 1- <i>Vision</i>	Exhibit Hall A & B, Meeting Room 1,2,3
		212 Session 1- <i>Passions</i>	Ballroom North and South
	1:05pm	Teacher Professional Development	Meeting Rooms 4-10
	2:15pm	360 Session 2- <i>Seeing the Need</i>	Exhibit Hall A & B, Meeting Room 1,2,3
		212 Session 2- <i>Core Virtues</i>	Ballroom North and South
	3:30pm	Afternoon Break for 212°/360° Students and Professional Development Adults	Outside of Conference Rooms
	3:40pm	212°/360° Sessions Continue	360- Exhibit Hall A, 212- Ballroom West and East
		360 Session 3- <i>Creating the Path</i>	Exhibit Hall A & B, Meeting Room 1,2,3
		212 Session 3- <i>Decision Making</i>	Ballroom North and South
	4:45pm	Professional Development Ends for the Day	
	5:00pm	212/360 Conference for the Day	
	5:15pm	Dinner for all	Exhibit Hall B
	6:00pm	Mega Party Begins	Exhibit Hall A & B
	9:45pm	Mega Party Ends/ Announcements	
	10:00pm	Return to Hotels	
	11:00pm	Curfew for All- Advisors Check Student Rooms	Crowne Plaza, Fairview Hotel, & Genesee Grand
<u>Sunday</u>			
	7:00am	Breakfast/ Check out of Hotel rooms before departure	Crowne Plaza, Fairview Hotel, & Genesee Grand
	8:00am	212°/360° Session Begins	360- Exhibit Hall A, 212- Ballroom West and East
		360 Session 4- <i>Leading the Way</i>	Exhibit Hall A & B, Meeting Room 1,2,3

		212 Session 4- <i>Character</i>	Ballroom North and South
	8:05am	Professional Development for Educators Begins	
	9:05am	212°/360° Sessions Continue	Ballroom North and South
		360 Session 5- <i>Staying on Track</i>	360- Exhibit Hall A, 212- Ballroom West and East
		212 Session 5- <i>Goals</i>	Ballroom North and South
	10:15am	212°/360° Sessions Continue	
		360 Session 6- <i>Tracking our Progress</i>	360- Exhibit Hall A, 212- Ballroom West and East
		212 Session 6- <i>Action</i>	
	11:20am	Professional Development for Educators End	
	11:30am	212/360 Conferences End	

12/18 POE
Agoda

**Memo To: Mr. Doug Premo
Superintendent**



**From : Rich Poniktera
Director of Facilities III**

Re: Items for discard/disposal and or public sale

Date: November 30, 18

We have a water filter from the bus wash that hasn't worked for quite sometime, a field line paint sprayer that we are going to have to replace, a snapper walk behind snow blower from Constableville school, a transfer switch that was replaced during our last project, and a wheel lift from the bus garage that is no longer in use. These items we would like to put on Auctions international in hopes to sell them.

12/18
Rich Poniktera



**Memo To: Mr. Doug Premo
Superintendent**

**From : Rich Poniktera
Director of Facilities III**

Re: Items for discard/disposal and or public sale

Date: December 3, 18

We have a variety of T12 bulbs totaling 181 that are not in use in our district any longer, we would like to put on Auctions international in hopes to sell them.

Instruction

SUBJECT: STUDENT FIELD TRIPS

The Board of Education recognizes that field trips are an educationally sound and important ingredient in the instructional program of the schools.

Guidelines governing field trips in the South Lewis School System:

- a) Field trips are an extension of the curriculum and, as such, should be planned with a definite educational objective in mind.
- b) Appropriate instruction shall precede and follow each trip.
- c) Field trips should be selected from the approved list or with prior approval from the Principal. Trips should be taken at appropriate grade levels and not be repeated.
- d) Transportation for one major field trip, per class, will be subsidized by the School District. Whenever possible, classes will double up to save transportation costs. Additional field trips subsidized by fund raising, PTO, etc., may be taken on school time as long as they are an extension of the curriculum. Whenever possible, trips of a recreational nature should be taken during the month of June, after school hours, during vacation periods, or on weekends. Major field trips may include a planned recreational activity as long as it is kept within reason.
- e) In addition to one major field trip, local field trips will be allowed and approval given on the merit of the trip and available money.
- f) All field trips must be supervised by a teacher and an appropriate number of chaperones.
- g) Each child who goes on a field trip must have written parental permission on file, and the teacher must carry with them pertinent emergency medical information. Major field trips will require an additional parent permission.
- h) Day trips should not exceed one hundred fifty (150) miles one way or exceed twelve (12) hours, K through 3 and fourteen (14) hours, 4 through 6 from time of departure to arrival back at school.
- i) Teachers taking extended field trips, especially to Canada, will have in their possession an updated class printout sheet, which includes date of birth, home telephone number, parent name, etc.
- j) All students taking field trips to Canada will carry personal identification. This might be appropriate for any of the major field trips.

(Continued)

Instruction

SUBJECT: STUDENT FIELD TRIPS (Cont'd.)

- k) Students on field trips are considered present for attendance purposes, and if not with homeroom group, given ample opportunity to make up any work missed.
- l) Field trips are an extension of regular classroom activities and, as such, the teacher is ultimately responsible for the conduct of all students both on and off the bus.
- m) Pupils may be asked to pay all or part of the expenses of field trips, but students will not be excluded from participation because of individual student expenses. Raising money through fund raising is permissible as long as approved guidelines are followed.
- n) School bus transportation will be used when arrangements can be made that do not disrupt regular school bus schedules.
- o) To deny a student attendance on a field trip is denying him full advantage of the educational process. If a student is denied participation, the reasons should be well documented and parents notified. Students who are denied attendance or lack parental approval for a trip should be provided with assigned work which will cover some aspect of the learning experience which is being missed.
- p) The taking of extended day trips or overnight trips are encouraged by the Board of Education but are voluntary.
- q) Wherever possible, teachers should share experiences, information, and even coordinating field trips between buildings. District wide trips are encouraged.
- r) Pre-trip planning, which may include visiting in advance, is essential to prevent "surprises" like inadequate restroom facilities, no parking for the bus, etc.
- s) Overnight trips must be approved by the Board of Education and dates scheduled at least eight weeks in advance. Procedures that will be followed: Bus trips up to one thousand (1000) miles round trip will be provided by the South Lewis Transportation Department. Organizations will pay a per mile charge for the bus and driver for trips over one thousand (1000) miles. The rate for a driver will be \$1.15/mile and the rate for mileage will be \$.35/mile. If transportation cannot be provided by the South Lewis Transportation Department, the Board of Education will consider, upon individual request, funds for a motor coach. The District will pay \$3.00/mile up to \$2250 when a motor coach is used. Organizations that do not request the use of a South Lewis bus will pay full charge for a motor coach. The selected motor coach must meet all District transportation regulations and policies.
- t) An outline of the trip including all activities has to be submitted to the appropriate administrator for approval.

(Continued)

Instruction

SUBJECT: STUDENT FIELD TRIPS (Cont'd.)

Chaperones

- a) All chaperones are arranged through the teacher in charge.
- b) Children of pre-school age may not accompany parents when the parents serve as chaperones on a field trip.
- c) Chaperones should be informed in advance of their duties and responsibilities by the teacher in charge.
- d) Unless there is a space problem or special circumstances, chaperones are expected to ride the bus and assist with discipline.
- e) Room mothers should be considered as chaperones.

Adoption Date: 05/13/14

Revised: 12/18/18

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE

The District is committed to maintaining a discrimination-free work environment. Sexual harassment is one form of workplace discrimination. This policy addresses sexual harassment in the workplace and is one component of the District's commitment to a discrimination-free work environment. The District will provide this policy to all employees in writing. The District will post this policy prominently throughout the District to the extent practicable.

Sexual harassment is a form of employee misconduct, a violation of District policy, and unlawful. Employees of every level who engage in sexual harassment, including supervisory personnel who engage in sexual harassment, who knowingly allow such behavior to continue, or fail to report suspected sexual harassment will be subject to remedial and/or disciplinary action by the District. Sexual harassment may also subject the District to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability.

This policy applies to all instances of sexual harassment perpetrated against a "covered person," regardless of immigration status, by anyone in the workplace, including a co-worker, supervisor, or third-party such as a non-employee, paid or unpaid intern, vendor, building security, visitor, volunteer, parent, or student. For purposes of this policy, a "covered person" includes:

- a) Employees;
- b) Applicants for employment;
- c) Paid or unpaid interns; and
- d) Non-employees, which include anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or other person providing services pursuant to a contract in the workplace.

Sexual harassment in the workplace can occur between any individuals, regardless of their sex or gender. Unlawful sexual harassment is not limited to the physical workplace itself. Sexual harassment can occur on school grounds, school buses or District vehicles, and at school-sponsored events, programs, or activities, including those that take place at locations off school premises. It can also occur while employees are traveling for District business. Calls, texts, emails, and social media usage can constitute unlawful workplace harassment, even if they occur away from school grounds, on personal devices, or during non-work hours.

What Constitutes Sexual Harassment

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

(Continued)

Personnel

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- a) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- b) Such conduct is made either explicitly or implicitly a term or condition of employment; or
- c) Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any covered person who feels harassed should report the conduct so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of Sexual Harassment

The following describes some actions that may constitute unlawful sexual harassment and that are strictly prohibited:

- a) Physical acts of a sexual nature, such as:
 1. Touching, pinching, patting, kissing, hugging, grabbing, brushing against another person's body or poking another person's body; and
 2. Rape, sexual battery, molestation or attempts to commit these assaults.
- b) Unwanted sexual advances or propositions, such as:

(Continued)

Personnel

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

1. Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments; and
2. Subtle or obvious pressure for unwelcome sexual activities.
- c) Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- d) Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- e) Sexual or discriminatory displays or publications anywhere in the workplace, such as pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- f) Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, and the status of being transgender, such as:
 1. Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 2. Sabotaging an individual's work; and
 3. Bullying, yelling, or name-calling.

Prohibition of Retaliatory Behavior (Whistle-Blower Protection)

Unlawful retaliation can be any action that could discourage a covered person from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

The District prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of a complaint of sexual harassment. Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- a) Made a complaint of sexual harassment, either internally or with any anti-discrimination agency;

(Continued)

Personnel

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

- b) Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- c) Opposed sexual harassment by making a verbal or informal complaint of harassment to a supervisor, building principal, other administrator, or the Superintendent;
- d) Reported that another employee has been sexually harassed; or
- e) Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The District cannot prevent or remedy sexual harassment unless it knows about it. Any covered person who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, building principal, other administrator, or the Superintendent. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is posted on the District website, and all covered persons are encouraged to use this complaint form. Persons who are reporting sexual harassment on behalf of another person should use the complaint form and note that it is being submitted on another person's behalf.

Any person who believes they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors, building principals, and other administrators who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the Superintendent. In the event the Superintendent is the alleged harasser, the report will be directed to another administrator (School Business Administrator) if the District has designated another individual to serve in that capacity.

(Continued)

Personnel

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors, building principals, and other administrators will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors, building principals, and other administrators will also be subject to discipline for engaging in any retaliation.

Investigating Complaints

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. Disclosure may, however, be necessary to complete a thorough investigation of the charges and/or notify law enforcement officials. All persons involved, including complainants, witnesses, and alleged harassers will be accorded due process, as outlined below, and in accordance with any applicable collective bargaining agreements to protect their rights to a fair and impartial investigation.

The District will not tolerate retaliation against anyone who files complaints, supports another's complaint, or participates in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- a) Upon receipt of a complaint, the Superintendent will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. In the event that the Superintendent is the alleged harasser, the complaint will be directed to another administrator (School Business Administrator) or District designee for investigation.
- b) If a complaint is verbal, encourage the individual to complete the complaint form, which is available on the District website, in writing. If he or she refuses, prepare a complaint form based on the verbal reporting.
- c) If documents, emails, or phone records are relevant to the investigation, take steps to obtain and preserve them.
- d) Request and review all relevant documents, including all electronic communications.

(Continued)

Personnel

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

- e) Interview all parties involved, including any relevant witnesses. If a student is involved, the District will follow all applicable District policies and procedures regarding questioning students.
- f) Create written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - 1. A list of all documents reviewed, along with a detailed summary of relevant documents;
 - 2. A list of names of those interviewed, along with a detailed summary of their statements;
 - 3. A timeline of events;
 - 4. A summary of prior relevant incidents, reported or unreported; and
 - 5. The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- g) Keep the written documentation and associated documents in a secure and confidential location.
- h) Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- i) Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

If an investigation reveals that discrimination or harassment has occurred, the District will take immediate corrective action as warranted. This action will be taken in accordance with applicable laws and regulations, as well as any and all relevant codes of conduct, District policies and administrative regulations, collective bargaining agreements, and/or third-party contracts.

Annual Training

The District will provide a sexual harassment prevention training program to all employees on an annual basis. The training will be interactive and will include:

- a) An explanation of sexual harassment consistent with guidance issued by the Department of Labor in consultation with the Division of Human Rights;
- b) Examples of conduct that would constitute unlawful sexual harassment;

(Continued)

Personnel

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

- c) Information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment;
- d) Information concerning employees' rights of redress and all available forums for adjudicating complaints; and
- e) Information addressing conduct by supervisors and any additional responsibilities for such supervisors.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the District but is also prohibited by state, federal, and, where applicable, local law.

Aside from the District's internal process, individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, an individual may seek the legal advice of an attorney.

In addition to those outlined below, individuals may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects covered persons, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file with DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the District does not extend your time to file with DHR or in court. The one year or three years is counted from the date of the most recent incident of harassment.

Individuals do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

(Continued)

Personnel

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. Individuals may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 USC § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An individual alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any federally funded education program or activity. The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title IX of the Education Amendments of 1972.

For more information about how to file a complaint, contact OCR at 800-421-3481 (TDD 800-877-8339) or visit: <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>. The website contains information about filing the complaint online, by mail, or by email.

(Continued)

Personnel

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Title VII of the Civil Rights Act of 1964, 42 USC § 2000e et seq.
Title IX of the Education Amendments of 1972, 20 USC § 1681 et seq.
29 CFR § 1604.11(a)
34 CFR Subtitle B, Chapter I
Civil Service Law § 75-B
Executive Law Article 15
Labor Law § 201-g

NOTE: Refer also to Policies #3420 -- Anti-Harassment in the School District
#6122 -- Complaints and Grievances By Employees
#7551 -- Sexual Harassment of Students

Adoption Date: 3/16/10

Revised: 12/18/18

Personnel

SUBJECT: SEXUAL HARASSMENT OF DISTRICT PERSONNEL

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District employees an environment that is free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at locations off school premises and in another state. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a) Submission of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- b) Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individuals; and
- c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

The Board acknowledges that in determining whether sexual harassment has occurred the totality of the circumstances should be evaluated. The Board recognizes that sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from co-workers as well as supervisors, and from a third party such as a school visitor, volunteer, or vendor, or any other individual associated with the School District. The District will designate, at a minimum, two (2) Complaint Officers, one (1) of each gender.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any employee who believes he/she has been a victim of sexual harassment in the work environment, as well as any other person who is aware of and/or who has knowledge of or witnesses any possible occurrence of sexual harassment, immediately report such alleged harassment to the District's designated Complaint Officers through informal and/or formal complaint procedures as developed by the District. Such complaints are recommended to be in writing, although verbal complaints of alleged sexual harassment will also be promptly investigated in accordance with the terms of this policy. In the event that the Complaint Officer is the alleged offender, the employee should report his/her complaint to the next level of supervisory authority.

Upon receipt of an informal/formal complaint, the District will conduct a thorough investigation of the charges. However, even in the absence of a complaint, if the District has knowledge of or has reason to know of or suspect any occurrence of sexual harassment, the District will investigate such conduct promptly and thoroughly.

(Continued)

Personnel

SUBJECT: SEXUAL HARASSMENT OF DISTRICT PERSONNEL (Cont'd.)

To the extent possible, within legal constraints, all complaints will be treated as confidentially and privately as possible. However, disclosure may be necessary to complete a thorough investigation of the charges, and any disclosure will be provided on a "need to know" basis.

Based upon the results of the investigation, if the District determines that an employee has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken, as warranted, up to and including termination of the offender's employment in accordance with legal guidelines, District policy and regulation, the District's Code of Conduct, and the applicable collective bargaining agreement(s). Third parties (such as school volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations will be subject to appropriate sanctions as warranted and in compliance with law.

Prohibition of Retaliatory Behavior

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of sexual harassment. Follow-up inquiries shall be made to ensure that sexual harassment has not resumed and that all those involved in the investigation of the sexual harassment complaint have not suffered retaliation.

Finding That Harassment Did Not Occur

At any level/stage of investigation of alleged harassment, if a determination is made that harassment did not occur, the Complaint Officer will so notify the complainant, the alleged offender and the Superintendent of this determination. Such a finding does not preclude the complainant from filing an appeal pursuant to District policy or regulation and/or pursuing other legal avenues of recourse.

However, even if a determination is made that harassment did not occur, the Superintendent/designee reserves the right to initiate staff awareness and training, as applicable, to help ensure that the school community is not conducive to fostering harassment in the workplace.

In all cases, the Superintendent will inform the Board of Education of the results of each investigation involving a finding that harassment did not occur.

Knowingly Makes False Accusations

Employees and/or students who *knowingly* make false accusations against another individual as to allegations of harassment may also face appropriate disciplinary action.

(Continued)

Personnel

SUBJECT: SEXUAL HARASSMENT OF DISTRICT PERSONNEL (Cont'd.)

Privacy Rights

As part of the investigation, the District has the right to search all school property and equipment including District computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the District for the use of students and staff, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

Development and Dissemination of Administrative Regulations

Regulations will be developed for reporting, investigating and remedying allegations of sexual harassment. An appeal procedure will also be provided to address any unresolved complaints and/or unsatisfactory prior determinations by the applicable Complaint Officer(s).

Such regulations will be developed in accordance with federal and state law as well as any applicable collective bargaining agreement(s).

The Superintendent/designee(s) will affirmatively discuss the topic of sexual harassment with all employees, express the District's condemnation of such conduct, and explain the sanctions for harassment. Training programs will be established for employees to help ensure awareness of the issues pertaining to sexual harassment in the workplace, and to disseminate preventative measures to help reduce such incidents of prohibited conduct. Furthermore, special training will be provided for designated supervisors and managerial employees, as may be necessary, for training in the investigation of sexual harassment complaints.

A copy of this policy and its accompanying regulations will be available upon request and may be posted at various locations in each school building. The District's policy and regulations on sexual harassment will be published in appropriate school publications such as teacher/employee handbooks and/or school calendars.

Civil Rights Act of 1991, 42 United States Code (USC) Section 1981(a)
29 Code of Federal Regulations (CFR) Section 1604.11(a)
Education Law Section 2801(1)
Executive Law Sections 296 and 297

Regulation - Sexual Harassment of Employees and Sexual Harassment Formal Complaint Form and Sexual Harassment Complaint Appeal Form

Adoption Date: 3/16/10