

SOUTH COUNTRY CENTRAL SCHOOL DISTRICT

189 Dunton Avenue

East Patchogue, New York 11772

Telephone : 631 730 1530 Fax: 631 758 4637

Website - www.southcountry.org

Email - HR@southcountry.org

APPLICATION FOR EMPLOYMENT

Position Applied For	Date
NAME	SSN - -
STREET ADDRESS	TOWN
TELEPHONE NUMBER	STATE AND ZIP
CELL PHONE NUMBER	EMAIL

CERTIFICATES

CERTIFICATE TITLE	TYPE (Initial, Professional, etc)	Date Issued	Date Expires	State

EDUCATION

HIGH SCHOOL NAME	LOCATION DATE GRADUATED
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Colleges and Universities attended. List in order from most recent		Attended Month/Year	Credits awarded	Degree Type	Degree Date
Institution	From				
Location	To				
Institution	From				
Location	To				
Institution	From				
Location	To				
Institution	From				
Location	To				
Institution	From				
Location	To				
Institution	From				
Location	To				

TOTAL NUMBER OF UNDERGRADUATE CREDITS LISTED ABOVE	
TOTAL NUMBER OF GRADUATE CREDITS LISTED ABOVE	

TENURE

Have you ever been tenured in any public school district or by a Board of Cooperative Service (BOCES) in the State of New York?

Check one	Yes []	No []
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If you checked "YES", please provide documentation within 30 days of appointment to position

Name of School District or BOCES:

Date appointed:

Date of Tenure:

Tenure Area:

STUDENT TEACHING, INTERNSHIP, PRACTICUM, ETC.

School or Institution	Term	Mo/Yr	Grade/Level/Area
School:	From		
City, State	To		
School:	From		
City, State	To		
School:	From		
City, State	To		
School:	From		
City, State	To		

ADDITIONAL INFORMATION

Check either "Yes" or "No" for each of the following questions. If you check a box containing an asterisk (*), provide an explanation in the space provided below. Number your explanations to correspond to the question.

NUMBER	YES	NO	QUESTIONS
1		*	Can you prove that you are age 18 or older, if hired?
2		*	Can you prove your eligibility to work in the United States, if hired?
3	*		Have you ever been discharged from a position?
4	*		Have you ever been denied tenure?
5	*		Have you ever been asked to resign rather than being discharged or denied tenure?
6	*		Have you ever been convicted of a crime?
7			Do you use illegal drugs?
8	*		Have you ever been employed by this district by another name?
9	*		Are your military, employment or educational records under any other name?
10		*	If you were in the military, did you receive an Honorable Discharge?

Instructions: In this space, provide additional information or your explanation concerning any box which you check above that contains an asterisk (*). Attach additional sheets, if this space is insufficient. Be sure to *number your remarks* so that they correspond to the question to which they refer.

EMPLOYMENT HISTORY in the FIELD OF EDUCATION

List chronologically with the most current first

		Term	Mo/Yr
Institution: City, State	Position	From	
	Salary	To	
Institution: City, State	Position	From	
	Salary	To	
Institution: City, State	Position	From	
	Salary	To	
Institution: City, State	Position	From	
	Salary	To	
Institution: City, State	Position	From	
	Salary	To	
TOTAL YEARS OF PUBLIC SCHOOL EXPERIENCE			
TOTAL YEARS OF NON PUBLIC SCHOOL EXPERIENCE			

OTHER EMPLOYMENT INCLUDING MILITARY SERVICE

List chronologically with the most current first

		Term	Mo/Yr
Institution: City, State	Position	From	
	Salary	To	
Institution: City, State	Position	From	
	Salary	To	
Institution: City, State	Position	From	
	Salary	To	
Institution: City, State	Position	From	
	Salary	To	
Institution: City, State	Position	From	
	Salary	To	
Institution: City, State	Position	From	
	Salary	To	

REFERENCES

In the space below provide the requested information for five people, including your immediate supervisor, with whom you have worked or who otherwise have first hand knowledge of your character, scholarship, work habits, and professional abilities. Provide the name of your immediate supervisor in the top left box next to the asterisk (*) then continue to enter the required information

Name*	Work Phone
Address	Position
Name	Work Phone
Address	Position
Name	Work Phone
Address	Position
Name	Work Phone
Address	Position
Name	Work Phone
Address	Position

EXTRACURRICULAR ACTIVITES

Please list all extra curricular activities that you have interest and/or expertise in and would like to be involved with at the South Country Central School District

1	6
2	7
3	8
4	9
5	10

All employees must be able to successfully complete the New York State Fingerprint Process prior to employment and submit the confirming documentation to the HR office prior to employment. All certificated employees must submit their transcripts - both graduate and undergraduate - to the Office of Human Resources within 30 days of employment. Other terms of employment include but are not limited to the submission of a physician's note indicating a negative TINE test.

Important information concerning your employment application and the pre-employment process

A complete application for any position includes a completely filled out application form (this document) accompanied by your cover letter, current resume, copy of appropriate New York State Certification(s) or verification of eligibility, copies of graduate and undergraduate transcripts, three current (within the last year) letters of professional recommendations with telephone numbers, and a one page (type written) statement of your educational philosophy. The school district's acceptance of your application does not obligate the district to invite you to be interviewed or to hire you. Your application will be kept on file for six months, after which it will be destroyed. Positions are posted on our website, www.southcountry.org and all applicants must apply as indicated on the posting.

I acknowledge that I have read and understand the solicitations of information set forth within the employment application and pre-employment process. I also certify that the statements made in this application are true, complete, and correct to the best of my knowledge and belief. I understand and agree that if any information is not filled in on this application, or that if any false information is furnished by me on this application or otherwise during the pre-employment process, the school district will then reject the application. If any false information is furnished, I will then be ineligible for future employment and may be subject to criminal prosecution; and, further, that if I am employed by the school district, I may then be dismissed from employment, criminally prosecuted and face revocation of my teaching certificate. If it is later determined that I furnished false information on this application or otherwise during the pre-employment process, I understand that in order for the school district to determine my eligibility, qualifications, and suitability for employment, the school district may conduct a background investigation if I am considered for an offer of employment. This investigation may include inquiring of my current and former employers) and educational institution(s) attended concerning any aspect of my education, training, experience, qualifications, job performance, professional conduct and evaluations, as well as confirming my date of employment and enrollment, degrees attained, positions(s) held and reason(s) for separating from employment; further inquiries may be made as to whether or not I could or would be re-hired, the reason(s) for not-rehiring (if applicable), and any other pertinent information relating to my status during my prior employment or attendance (educational institution). I hereby give my consent for any employer or education institution to release any information request in connection with this background investigation. I release, hold harmless and agree not to sue or file any claim of any kind against any current or former employer or educational institution, any officer or employee, that in good faith furnishes written or oral references requested by this school district to complete its background investigation.

Print Name of Applicant

Signature of Applicant

Date

**SOUTH COUNTRY CENTRAL SCHOOL DISTRICT
East Patchogue, New York**

Notice of Conditional Appointment

I, the undersigned, fully understand that if I am appointed by the Board of Education of the South Country Central School District, such appointment is conditional upon the receipt of clearance for employment by the New York State Education Department. In the event that I do not receive such clearance, this document will constitute my resignation, effective the date of the notice of the denial of my application for clearance for appointment by the State Education Department.

I attest that, to the best of my knowledge, there are no pending criminal charges or criminal convictions pending against me in any jurisdiction outside the state; and, further, that there are no pending criminal charges or criminal convictions against me in any jurisdiction.

I understand that if I provided any false information to the School District and am employed by it, I may be dismissed from employment, criminally prosecuted, and, if applicable, face revocation of my teaching certificate(s).

I acknowledge that I have read the South Country School Board Policy number 6171 (adopted 7/23/2003) entitled "Conditional Appointment & Emergency Conditional Appointment Student Safety Policy". I agree to abide by the provisions thereof and understand that my failure to do so will result in appropriate disciplinary action.

Signature

Date

Full Name (Please Print)

Updated 8/22/11

POLICY

2003

6171
1 of 2

Personnel

SUBJECT: CONDITIONAL APPOINTMENT AND EMERGENCY CONDITIONAL APPOINTMENT STUDENT SAFETY POLICY

Safety of Students

The Board of Education recognizes that there may be instances in which it is necessary, upon recommendation of the Superintendent of Schools, for the Board to make a conditional appointment or an emergency conditional appointment of a prospective employee. To provide for the safety of students who have contact with an employee holding a conditional appointment or an emergency conditional appointment, the Board adopts the following policy.

No District employee who holds a conditional or emergency conditional appointment shall be in contact with students other than to provide the specific instruction or other services for which the employee was hired, except as deemed appropriate by the Building Principal.

No District employee who holds a conditional or emergency conditional appointment shall teach a class or provide services to students with his/her classroom or office door closed unless the Building Principal has provided express prior permission to do otherwise. Such permission may be appropriated, for example, during music class, band practice or testing procedures.

In no event shall such employee be left alone with an individual student.

The Building Principal or his/her designee shall provide heightened administrative supervision of such employees while on school district property during the period of their conditional or emergency conditional appointment including, for example, unannounced visits to classrooms, walking the hallways, and/or any other activities the Principal determines to be appropriate.

In addition, the district will ensure that all conditional and emergency conditional appointed employees become aware of and receive training regarding the prohibition against child abuse in an educational setting and of their responsibility for reporting any such abuse at the commencement of their conditional or emergency conditional appointment.

Failure to comply with this policy will result in appropriated disciplinary action.

"Sunset" Provision for Conditional Appointments/Emergency Conditional Appointments

The provisions in law which permit the conditional appointment and/or emergency conditional appointment of employees pending full clearance from SED shall terminate, in accordance with legislation, on July 1, 2005; and shall be rescinded as Board policy and procedure as of that date (unless subsequent revisions to applicable law provide otherwise).

(Continued)

POLICY

2003

6171
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Personnel

SUBJECT: CONDITIONAL APPOINTMENT AND EMERGENCY CONDITIONAL APPOINTMENT STUDENT SAFETY POLICY (Cont'd.)

Education Law Sections 305(30), 1604, 1709, 1804,
1950, 2503, 2554, 2854, 3004-b and -c, and 3035
Correction Law Article 23-A
Executive Law Section 296(16)
Social Services Law Article 5, Title 9-B
8 New York Code of Rules and Regulations
(NYCRR) Sections 80-1.11, 100.2(hh) and Part 87

NOTE: Refer also to Policy #7530 -- Child Abuse

Adopted: 7/23/03

Once applicant is recommended for a position, the following documents must be submitted to the Human Resources Department:

- Drivers License
- Social security card
- Official transcript(s) in sealed envelope
- Fingerprint Clearance
- Security Guard License
- AED/CPR Certifications (Guards Only)

Upon Board of Education Approval the following documents will need to be completed and submitted:

- The OMNI Group
- Choosing payroll frequencies for the school year
- Form W-4
- 403 B Tax sheltered annuity
- Direct deposit authorization agreement
- Retirement System
- Physician's Note – General good health – (full time position)
- Negative Tine
- Hepatitis B Vaccination (Optional)

Department of Homeland Security
U.S. Citizenship and Immigration Services

**Form I-9, Employment
Eligibility Verification**

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification *(To be completed and signed by employee at the time employment begins.)*

Print Name: Last	First	Middle Initial	Maiden Name
Address <i>(Street Name and Number)</i>		Apt. #	Date of Birth <i>(month/day/year)</i>
City	State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #) _____
- An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - month/day/year)

Employee's Signature	Date <i>(month/day/year)</i>
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Preparer and/or Translator Certification *(To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.*

Preparer's/Translator's Signature	Print Name
Address <i>(Street Name and Number, City, State, Zip Code)</i>	
Date <i>(month/day/year)</i>	

Section 2. Employer Review and Verification *(To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)*

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date <i>(if any)</i> : _____		_____		_____
Document #: _____		_____		_____
Expiration Date <i>(if any)</i> : _____		_____		_____

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on *(month/day/year)* _____ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address <i>(Street Name and Number, City, State, Zip Code)</i>		Date <i>(month/day/year)</i>

Section 3. Updating and Reverification *(To be completed and signed by employer.)*

A. New Name <i>(if applicable)</i>	B. Date of Rehire <i>(month/day/year)</i> <i>(if applicable)</i>
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C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: _____	Document #: _____	Expiration Date <i>(if any)</i> : _____
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.		
Signature of Employer or Authorized Representative		Date <i>(month/day/year)</i>

Form W-4 (2011)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2011 expires February 16, 2012. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$950 and includes more than \$300 of unearned income (for example, interest and dividends).

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using

Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the amount you are having withheld compares to your projected total tax for 2011. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A	<u> </u>
B	Enter "1" if: { <ul style="list-style-type: none"> • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. 	B	<u> </u>
C	Enter "1" for your spouse . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	<u> </u>
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	<u> </u>
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	<u> </u>
F	Enter "1" if you have at least \$1,900 of child or dependent care expenses for which you plan to claim a credit (Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	F	<u> </u>
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than \$61,000 (\$90,000 if married), enter "2" for each eligible child; then less "1" if you have three or more eligible children. • If your total income will be between \$61,000 and \$84,000 (\$90,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have six or more eligible children	G	<u> </u>
H	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ▶	H	<u> </u>
	For accuracy, complete all worksheets that apply. { <ul style="list-style-type: none"> • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. • If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$10,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below. 		

----- Cut here and give Form W-4 to your employer. Keep the top part for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Employee's Withholding Allowance Certificate</h2> <p style="margin: 0;">▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	OMB No. 1545-0074 <h1 style="margin: 0;">2011</h1>
1 Type or print your first name and middle initial. Last name		2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 <u> </u>
6 Additional amount, if any, you want withheld from each paycheck		6 \$ <u> </u>
7 I claim exemption from withholding for 2011, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶		7 <u> </u>
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (This form is not valid unless you sign it.) ▶		Date ▶
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)
		10 Employer identification number (EIN)

South Country Central School District
East Patchogue, New York 11772

Statement of Employees Decision

Hepatitis B Vaccination

I have been provided general information about hepatitis B and the hepatitis B vaccine. I have had the opportunity to ask questions and understand the benefits and risks of the hepatitis B vaccination. I understand that I must have at least 3 doses of vaccine over a six (6) month period to confer immunity. However, as with all medical treatment there is no guarantee that I will become immune or that I will not experience an adverse side effect(s) from the vaccine.

I understand that the South Country Central School District, as my employer, is making arrangements, at no charge to me, to provide for Hepatitis B vaccination if I so choose to participate

Please initial the applicable category listed below:

_____ I hereby grant permission for South Country School District to arrange for the administration of the Hepatitis B vaccine.

_____ I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with the hepatitis B vaccine, I can receive the vaccination series at no charge to me.

_____ I have already been immunized.

Date: _____

Signature: _____

Building Assigned to

Please Print Name

Positions For Eligibility to Receive B Vaccines:

Physical Education Teachers/Athletic Coaches
Building Administrators
Cafeteria/Playground monitors
Custodians/Maintenance/Bus Drivers
School Nurses
Special Education Teachers-Self Contained Classes
Teaching Assistants or Associates in Self Contained Classes
Technology Teachers

DIRECT DEPOSIT AUTHORIZATION AGREEMENT

For office use only:
Payroll Date: _____

NAME: _____

DATE: _____

SCHOOL BUILDING: _____

SOCIAL SECURITY NUMBER: _____

This authority is to remain in full effect until South Country Central School District has received written notification from me.

AUTHORIZATION FOR RECOVERY OF FUNDS DEPOSITED IN ERROR. By signing this form the employee and each joint account holder, if any, consent to allow the District through the financial institution, to debit the account, upon notice to the account owners, in order to recover any payment to which the employee was not entitled, which was deposited to the account in error. This means of recovery shall not prevent the District from utilizing any other lawful means to retrieve the salary payments to which the employee is not entitled. This authorization is to remain in full force and effect until the District has received written notification from me of its termination in such time and manner as to afford the District and Bank a reasonably opportunity to act upon it.

Signature: _____

I hereby authorize South Country Central School District to initiate direct deposit to my account(s) designated below.

BANK NAME: _____

BRANCH: _____

TRANSIT/ABA NUMBER*: _____

ACCOUNT NUMBER:

CHECKING: _____ AMOUNT % or \$ _____

SAVINGS: _____ AMOUNT % or \$ _____

ATTACH VOIDED CHECK HERE

* The Transit/ABA Number is on the bottom of your personal check left of the account number

New York State Teachers Retirement Application

I hereby acknowledge that I have been informed by South Country Central School District, my employer, that as a "teacher" not currently a member of the New York State Teachers' Retirement System who is or will be rendering less than full-time service for the school year, I may, as a matter of right, join the New York State Teachers' Retirement System. I further acknowledge that I understand under present law if I elect to join the New York State Teachers' Retirement System, I must complete a Retirement System membership application which must be filed with the Retirement System in order to be effective. As a result of joining the Retirement System, I will be required to contribute, pursuant to Article 15 of the Retirement and Social Security Law as modified by Chapter 504 of the Laws of 2009, 3.5% of my salary to the Retirement System.

If I join the System, my beneficiary will be protected by a death benefit should I die in service after I have been credited by the System with one year of service. Upon meeting eligibility requirements, I will be entitled to a lifetime pension at age 55 or a disability pension at an earlier age if I become permanently and totally disabled from gainful employment.

I also understand if I do not elect to join, I may be unable to obtain credit at a later date for service rendered during the period I was not a member.

-
- I would like to join the NYS Teacher's Retirement System.* . I agree that it is my responsibility to complete the attached application at <http://www.nystrs.org/main/forms/net-2.pdf> for the membership. I realize that failure to return the application to payroll within 10 days of my employment will be taken as declination to join the system. I also understand that I can join the retirement anytime within my employment.
- I am not interested in joining the NYS Teacher's Retirement System.*
- I am already a member of the NYS Teacher's Retirement System.* My registration number is _____.
- I am currently receiving a pension from New York State.* I retired from the NYS _____ Retirement System. My retirement date was _____.

Signature

Date

New York State Employees Retirement Application

I hereby acknowledge that I have been informed by South Country Central School District, my employer, that as a "non-instructional employee" not currently a member of the New York State Employees' Retirement System who is or will be rendering less than full-time service for the school year, I may, as a matter of right, join the New York State Employees' Retirement System. I further acknowledge that I understand under present law if I elect to join the New York State Employees' Retirement System, I must complete a Retirement System membership application which must be filed with the Retirement System in order to be effective. As a result of joining the Retirement System, I will be required to contribute, pursuant to Article 15 of the Retirement and Social Security Law as modified by Chapter 504 of the Laws of 2009, 3% of my salary to the Retirement System.

If I join the System, my beneficiary will be protected by a death benefit should I die in service after I have been credited by the System with one year of service. Upon meeting eligibility requirements, I will be entitled to a lifetime pension at age 55 or a disability pension at an earlier age if I become permanently and totally disabled from gainful employment.

I also understand if I do not elect to join, I may be unable to obtain credit at a later date for service rendered during the period I was not a member.

-
- I would like to join the NYS Teacher's Retirement System.* . I agree that it is my responsibility to complete the attached application at <http://www.osc.state.ny.us/retire/forms/rs5420-i.pdf> for the membership. I realize that failure to return the application to payroll within 10 days of my employment will be taken as declination to join the system. I also understand that I can join the retirement anytime within my employment.
- I am not interested in joining the NYS Employees Retirement System.*
- I am already a member of the NYS Employees Retirement System.* My registration number is _____.
- I am currently receiving a pension from New York State.* I retired from the NYS _____ Retirement System. My retirement date was _____.

Signature

Date

Electing a 403(b) Plan

What is a 403(b) Plan?

A 403(b) plan is a retirement plan for certain employees of public schools, tax-exempt organizations, and ministers. Contributions are made under a salary reduction agreement (SRA) with your employer. This agreement allows South Country to withhold money from your paycheck to be contributed directly into a 403(b) account for your benefit. Usually, you do not pay income tax on these contributions until you withdraw them from the account.

Where Do My Contributions Go? Does South Country Match My Contributions?

Each payroll, South Country remits your contributions to whichever investment company(ies) you have chosen. You may choose from the following investment companies:

- Fidelity Management Trust (1-800-343-0860);
- AXA Equitable (631-385-5249);
- GWN/Employee Deposit Acct (561-472-2700) ;
- ING National Trust (631-755-0828);
- Mass Mutual VA (800-743-5274);
- Metropolitan Life Insurance Co (800-560-5001);
- Mutual, Inc (800-624-0062);
- Oppenheimer Shareholder Svcs. (888-470-0862);
- Paul Revere Insurance Group (866-679-3054);
- RiverSource Life Insurance Co. of NY (800-504-0469);
- T.Rowe Price Trust Company (800-225-5132);
- The Legend Group ADSERV (800-749-4321);
- Unity Mutual Life (800-836-7100);
- Vanguard Fiduciary Trust Co. (800-662-2003); or
- American Fund (800-421-0180).

South Country does not contribute to your 403(b) plan. The plan's contributions are made 100% from employee's deduction.

How Do I Enroll?

You will need to first set-up an account with one of the authorized providers listed above. Once an account has been opened, fill out a 403(b) SRA form (found in payroll, or on the I drive>Business Office forms>403B>403B Election Option, or on-line at www.OMNI403b.com) and either return to payroll or fax directly to OMNI at (585) 436-3633.

-
- I do not wish to participate at this time. I understand that I may participate in the program at any time in the future by contacting a district participating provider.
 - I will participate. I understand it is my responsibility to setup an account and complete a Salary Reduction agreement.

Name

Date

**SOUTH COUNTRY CENTRAL SCHOOL DISTRICT
HUMAN RESOURCES OFFICE
189 N. DUNTON AVE
EAST PATCHOGUE, NEW YORK 11772**

TUBERCULIN TESTING - ALL EMPLOYEES

PHYSICAL EXAMINATION - TEACHERS ONLY

All new employees of the South Country School District are required to have a TINE (TB) test. All teachers of the South Country Central School District are required to have a physical examination with the results stating "General good health". South Country School District will place your tuberculin testing results and if required, your physical results, in your medical personnel folder. You may use your own physician at your own expense or you may use the district's physician, listed below, at no expense to yourself. Please call Dr. Segreto's office to schedule an appointment.

**Dr. Frank S. Segreto
3385 Veterans Memorial Highway
Suite 1
Ronkonkoma, NY 11779
631 737 6767**

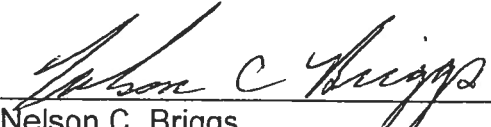
All other employees (except the subs listed below) should have results sent to:

South Country Central School District
Human Resources Office
189 N. Dunton Av
E. Patchogue, NY 11772

Sub Teachers, Sub Aides and Sub Nurses should have results sent to:

ESBoces
Carolyn Levenson
School Substitute Coordinator
15 Andrea Road
Holbrook, NY 11741

Dr. Segreto's Office: Please accept this form as verification of this applicant's anticipated employment with the South Country Central School District.



Nelson C. Briggs
Assistant Superintendent for Human Resources

Consolidated Complaint Regulation/Procedure for Students and Employees

This regulation/procedure and the accompanying complaint form are to be used to make complaints of alleged discrimination or harassment prohibited by the District's policies.

A. Complaint Procedure for Employees & Students

1. Notification Procedure

Prompt reporting of complaints or concerns is encouraged so that timely and constructive action can be taken before relationships become strained. Reporting of all perceived incidents of harassment and or discrimination is encouraged, regardless of the offender's identity or position. An employee or student or other individual who feels aggrieved because of harassment or discrimination has several ways to make his or her concerns known:

a. An aggrieved person who feels comfortable doing so should directly inform the person(s) engaging in the harassment or discrimination that such conduct or communication is offensive and must stop. Note: Confronting the offender is not required. All employees have the right to file a complaint without first communicating with the offender.

b. An Aggrieved person who does not wish to communicate directly with the individual whose conduct or communication is offensive, or if direct communication with the offending party has been unavailing, shall contact his or her supervisor or the Building Principal or The District Compliance Officer listed in Section L of this regulation.

c. An aggrieved person alleging any form of harassment or discrimination by anyone with supervisory authority, or alleging failure of supervision to take immediate action on the individual's complaint, shall contact the Building Principal or The District Compliance Officer.

d. An aggrieved person who is a member of a collective bargaining unit may also be entitled to file a grievance through the collective bargaining grievance procedure depending on the particular terms of the governing collective bargaining agreement.

e. The District will take appropriate action on all complaints, and the scope and procedure of any investigation will be dependent on the District's assessment of the nature of the complaint. No provision of this policy gives rise to any right to a particular procedure, however, and the District reserves the right to respond to complaints in a manner which, in the District's discretion, will produce the most effective resolution of the complaint.

2. Making a Complaint

All employees and students are encouraged to use the District's consolidated Complaint Form to file a complaint of alleged discrimination or harassment. A copy of this form is attached to this procedure. Additional complaint forms can be obtained from any Principal's office within the District, or from the Compliance Officer, with no questions asked. Because an accurate record of the alleged objectionable behavior is necessary to resolve a complaint of prohibited discrimination, all complaints should be reduced to writing. The District will, however, take appropriate action whenever it learns of incidents of harassment or discrimination, regardless of the source or manner by which they become aware up the chain of command to their supervisor, principal or the District's Compliance Officer. If an employee has any questions or difficulty filling out the complaint form(s), he can obtain assistance from the Compliance Officer, Principal, or Assistant Principal. All complaints should include: the name of the complaining party, the name of the alleged offender(s), date of the incident(s), description of the incident(s), names of witnesses to the incident(s) and the signature of the complaining party.

Once the complaining party has completed and dated a complaint, with or without the assistance of the District's Compliance Officer or Principals, the written complaint should be personally delivered to the Building Principal or The District Compliance Officer or placed in their mailbox.

If for any reason an employee is uncomfortable submitting a written complaint to the principal in the building where that employee is generally assigned, the written complaint may be submitted, either by hand delivery or mail, to The District Compliance Officer or placed in their mailbox.

Complainants are expected to cooperate with the District's investigation procedures by providing all relevant information relating to the complaint, as are other supervisory and non-supervisory employees having relevant or related knowledge or information.

B. Time for Reporting a Complaint

Prompt reporting of all complaints is strongly encouraged. All employees should be aware that appropriate resolution of complaints and effective remedial action oftentimes is possible only when complaints are promptly filed. Furthermore, complaining parties should be aware that statutes of limitations may constrain the time period for instituting legal action outside of this procedure.

C. Confidentiality and Privacy

In recognition of the personal nature of discrimination complaints and the emotional impact of alleged discrimination, the District shall keep complaints as confidential, to the extent possible given the overriding need for a thorough investigation, applicable collective bargaining agreements, and other laws and regulations regarding employees. For the protection of all individuals who make complaints or are accused of prohibited discrimination, every witness interviewed during an investigation under this Policy will be advised of the confidentiality requirement and instructed not to discuss the complaint, the investigation, or the persons involved. To the extent complaints made under this Policy implicate criminal conduct, the District may be required by law to contact and cooperate with the appropriate law enforcement authorities.

D. Acknowledgment of Complaint

Upon receipt of a written complaint, the supervisor, Building Principal, The District Compliance Officer, or Superintendent of Schools, should endeavor to contact promptly the complainant to confirm that the written complaint has been received. If the complainant does not receive such confirmation promptly, (S)he is encouraged to file a second written complaint or contact the Building Principal or The District Compliance Officer. The purpose of this acknowledgment procedure is to ensure that all written complaints are received by authorized individuals, carefully processed and promptly investigated.

E. Investigation Procedures

1. Timing of Investigations -The District will promptly investigate all allegations of discrimination and discriminatory harassment. The District will also attempt to complete investigations under this procedure promptly. The length of the investigation will depend upon the complexity and particular circumstances of each complaint.

2. Method of Investigation - Investigations will be conducted by the supervisor, the Building Principal, The District Compliance Officer, the District's legal counsel, and/or other impartial persons designated by the Superintendent of Schools. The primary purposes of all investigations under this Policy will be to determine: 1.) Did the conduct complained of occur? 2.) Did the conduct complained of violate District policy? and 3.) What remedial or preventative steps, if any, are recommended? Investigations may include: fact-finding interviews, document review, depositions, observations, or other reasonable methods. The District's investigators should pursue reasonable steps to investigate each complaint in a thorough and comprehensive manner. Appropriate preventative steps will be taken to ensure that the same incident does not recur.

Notification to Complainant Party and the Accused Party

The District Compliance Officer shall notify the complainant of the outcome of the investigation promptly. Such notification shall be in writing, include a brief summary of the factual findings and, wherever possible, shall include a summary of any remedial measures that have been or will be taken by the District. While reasonable efforts will be made to inform the complaining party about the outcome of investigations, the District will nonetheless consider the privacy of all parties involved in dissemination information obtained during and through the investigation. The District Compliance Officer shall promptly notify the person accused of violating School Board Policy whether a violation of Policy was found and what remedial measures, if any, will be taken by the District.

G. Remedial Measures

The South Country District's primary goal in responding to complaints of prohibited discrimination under its Policies is prevention. The District's policies are intended to prevent all forms of discrimination and harassment in the District and put an end to any prohibited discrimination that is found to have occurred. While disciplinary action may be appropriate in certain instances, punitive measures are not the exclusive means for responding to prohibited discrimination. During the pendency of any investigation being conducted pursuant to this procedure, remedial measures may be taken if appropriate and necessary.

Any individual who is found to have engaged in prohibited discrimination or conduct, which may be prohibited by District Policy, may receive education, training, counseling, warnings, discipline, or other measures designed to prevent future violations of District Policy. Disciplinary action may include: warning, suspension, or discharge from employment. Any third party found to have engaged in discrimination or harassment of an employee may be barred from District property.

H. Prohibition Against Retaliation and Abuse of the Policy

Retaliation is strictly prohibited by District policy and by law against anyone who reports a suspected violation of District policy, or who assists in making such a complaint, or who cooperates in a harassment or discrimination investigation. Retaliation means taking any adverse action in response to a complaint being made.

Complaints of retaliation should be brought directly to the Building Principal or The District Compliance Officer. Such complaints will be promptly investigated. If retaliation is found, the person retaliating will be subject to corrective action up to and including termination from employment, or in the case of a non-employee, an appropriate remedy up to and including termination of the business relationship.

Because of the damage that can be done to someone falsely accused, any complaint of discrimination or harassment should relate to conduct of the type prohibited by law and/or District policy (as stated in Policy #3420) and should be made in a manner which does not unnecessarily interfere with the orderly administration of the District's mission.

I. Appeals

Level I

Any complainant or accused party who wishes to appeal the procedures which the District followed in investigating a written complaint filed under this regulation, may do so within ten (10) days of receipt of the appellant's notification of the investigation outcome. Untimely submissions shall not receive consideration. Such appeal must be made in writing to the Superintendent of Schools. The appellant shall be entitled to present evidence as to why the investigation procedures were flawed, improper, or otherwise not in compliance with this procedure. The Superintendent's consideration and review of any such appeal shall be conducted confidentially. Following a review of that evidence, as well as the information obtained in the investigation process and conclusions derived there from, the Superintendent of his/her designee shall render a decision. The appellant shall be notified of the decision in writing. Any complainant or accused party may appeal the determination of the investigation pursuant to the procedures above.

Level II

Any complainant or accused party who wishes to appeal the decision of the Superintendent at Level I may do so within ten (10) days of receipt of the Superintendent's decision. Untimely submissions shall not receive consideration. Such appeal must be made in writing to the Board of Education by submission to the District Clerk. The appellant shall be entitled to present evidence as to why the investigation procedures were flawed, improper, or otherwise not in compliance with this regulation. The Board's consideration and review of any such appeal shall be conducted confidentially in executive session. Following a review of that evidence, as well as the information obtained in the investigation process and conclusions derived there from, the Board of Education, or its designee, shall render a decision. The Board's decision shall be final. The appellant shall be notified of the decision in writing.

Nothing set forth in Appeal Process above shall be construed to in any way confer upon either the complainant(s) or the person(s) accused of violating this Policy and right to appeal the District's determination as to appropriate disciplinary and/or corrective action to be taken on meritorious complaints. In this regard, the District at all times retains sole discretion to determine the appropriate disciplinary and/or corrective action to be taken with regard to a meritorious complaint.

J. Record Keeping

The District shall maintain a written record of all complaints of discrimination and/or harassment for a period of at least six years. The District shall also document the steps taken with regard to investigations, as well as conclusions reached and remedial action taken, if any. The District shall also maintain these documents for, at a minimum, six years.

The District records regarding alleged discrimination shall be maintained separate and apart from personnel records.

K. Questions

Any questions by employees of the District about procedure or potential discrimination should be brought to the attention of the District's Compliance Officer. The name, address, and telephone number of the District's Compliance Officer is listed in Section L. of this Policy.

L. The District Compliance Officer, Nelson C. Briggs, 189 North Dunton Avenue, East Patchogue, NY 11772, (631) 730-1530. E-Mail: NBriggs@southcountry.org

M. Effective Date and Policy Dissemination

This regulation is effective immediately. The Superintendent of Schools shall ensure that this regulation is adequately disseminated and made available to all employees of the District. This procedure shall be distributed at the beginning of each school year with or as part of the District calendar, school handbook and the District website (www.southcountry.org). In addition, copies of this procedure shall be maintained in the office of the Compliance Officer; the office of each Building Principal; and the District Policy Book that is available at the school administration center, 189 N. Dunton Avenue, East Patchogue, NY 11772. Upon the effective date of this regulation, its provisions shall supercede and replace all prior District procedures regarding employee discrimination and harassment related complaint procedures.

SUBJECT: CODE OF ETHICS FOR ALL DISTRICT PERSONNEL (POLICY 6110)

General Provisions

Pursuant to the provisions of Section 806 of the General Municipal Law, the Board of Education of the South Country Central School District recognizes that there are rules of ethical conduct for members of the Board and employees of the District that must be observed if a high degree of moral conduct is to be obtained in our unit of local government. It is the purpose of this resolution to promulgate these rules of ethical conduct for the Board members and employees of the District. These rules shall serve as a guide for official conduct of the Board members and employees of the District. The rules of ethical conduct of this resolution, as adopted, shall not conflict with, but shall be in addition to any prohibition of Article Eighteen of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of Board members and employees.

Standards of Conduct

Every Board member or employee of the South Country Central School District shall be subject to and abide by the following standards of conduct:

Gifts. Pursuant to Section 805-a of the General Municipal Law, he/she shall not, directly or indirectly, solicit any gift or accept or receive any gift having a value of seventy-five dollars (\$75) or more, 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 or expected to influence him/her in the performance of official duties or was intended as a reward for any official action on his/her part.

Confidential Information. He/she shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest.

Representation before one's own agency. He/she shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he/she is an officer, member or employee or of any municipal agency over which he/she has jurisdiction or to which he/she has the power to appoint any member, officer or employee.

Representation before any agency for a contingent fee. He/she shall not receive, or be enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of his/her municipality, whereby his/her compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of services rendered.

Disclosure of interest in resolution. A member of the Board of Education or employee of the South Country Central School District who participates in any deliberations pertaining to a resolution before the Board of Education shall publicly disclose before the Board of Education the nature and extent of any direct or indirect financial or private interest he/she may have in such resolution to the extent that the Board member or employee is knowledgeable as to such interest.

Investments in conflict with official duties. He/she shall not invest or hold any investment directly or indirectly in any financial, business, commercial, or other private transaction, that creates a conflict with his/her official duties.

Private employment. He/she shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her official duties.

Future employment. He/she shall not, after the termination of service or employment with the School District, appear before any board or agency of the South Country Central School District in relation to any case, proceeding, or application in which he/she personally participated during the period of his/her service or employment or which was under his/her active consideration.

Racial, Ethnic and Sexual Slurs. The District recognizes that regardless of the intent, racial ethnic and or sexual slurs have the capacity of substantially harming both the individuals to whom the slurs re addressed and the educational community as a whole. A racial, ethnic or sexual slur is defined as any derogatory remark, word, or phrase, act, picture or gesture referencing or directed at or to any individual or group(s) which is of a racial, ethnic or sexual nature. Staff members, who while acting in the scope of their employment, make a racial, ethnic or sexual slur, will be subject to appropriate disciplinary action. Supervisors who fail to take prompt action to discipline staff who make racial, ethnic, or sexual slurs will be subject to discipline up to and including termination.

Staff Conduct. The School Board reaffirms one of the oldest beliefs in education: One of the best methods of instruction is that of setting a good example. The board expects that the staff of the District will strive to set the kind of example for students that will serve them well in their own conduct and behavior which will contribute toward an appropriate school atmosphere. To that end, in dress, conduct, and interpersonal relationship, all staff should recognize that students are continuously observing them and that their actions and demeanor will be reflected in the conduct of the students. The Board expects all employees to behave in a proper manner. Behavior considered unacceptable will lead to appropriate disciplinary action.

Following is a partial list of examples of actions that are considered misconduct while on duty.

Possessing, using, manufacturing, or dispensing any illegal drugs or alcohol.

Fighting or deliberately harming another's person or reputation.

Being absent without approval.

Refusing to follow a supervisors instructions and directions.

Destroying school property, intentionally.

Using obscene language that is unsuitable in the school setting.

Having any interaction/activity of a sexual nature or intent with a District student while on or off duty.

Possessing weapons on school property.

Using school property without authorization.

Behaving in any inappropriate manner to the extent of adversely affecting the employee's or other employee's ability to perform his/her work.

Legal Remedies

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former Board member or employee of any claim, account, demand or suit against the South Country Central School District, or any agency thereof on behalf of himself/herself or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

Distribution/Posing of Code of Ethics

The Superintendent of the South Country Central School District shall cause a copy of this code of ethics to be distributed to every Board member and employee of the School District within thirty (30) days after the effective date of this resolution. Each Board member and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her office or employment. The Superintendent shall also cause a copy of Article 18 of the General Municipal Law to be kept posted in each building in the district in a place conspicuous to its Board members and employees. Failure to distribute any such copy of this code of ethics or failure of any Board member or employee to receive such copy, as well as failure to post any such copy of General Municipal Law, Article 18, shall have no effect on the duty of compliance with such code or Article 18, nor with the enforcement of provisions thereof.

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

SUBJECT: Diversity, Discrimination and Anti-Harassment Policy Applicable to District Employees and Students.

The South Country Central School District's Board of Education recognizes and takes pride in the diversity of its school community. Affirming and respecting the differences that define the District, the Board of Education commits to fostering an environment free from discrimination. All students and staff members deserve to learn and work in an atmosphere of mutual respect and tolerance.

It is the belief of the Board of Education that everyone is entitled to work and learn in an environment that demonstrates respect, tolerance and compassion for all. Our goal is to assist our students in achieving to their fullest potential within a community that values its diversity.

It is the position of the Board of Education that any and all acts of violence, intimidation, harassment and/or discrimination related to but not limited to individual's membership in a protected class, including race, color, creed, national origin, ethnicity, religion, political affiliation, sex, age, marital or veteran status, disability, gender, socio-economic status, sexual orientation or physical characteristics, by pupils, school personnel, school volunteers and non-employees such as contractors and vendors as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of the District are unacceptable, intolerable and not congruent with the philosophy of the South Country Central School District.

The Board also prohibits retaliation based on an individual's opposition to discrimination or participation in a related investigation or complaint proceeding under the anti-discrimination statutes. This policy of nondiscrimination and anti-harassment will be enforced on School District premises and in school buildings; and at all school-sponsored events, programs and activities, including those that take place at locations off school premises, to the extent the District has authority over such events, programs and activities.

In accordance with the mandate of the Constitution of the United States prohibiting the establishment of religion and protecting the free exercise thereof and freedom of speech it is the policy of this District that the Schools will, at all times and in all ways, be neutral in matters of religion. This means that the District Schools: 1) will assume no role or responsibility for the religious training of any student; and 2) will in no way become involved in the religious belief, disbelief or doubt of any student.

This requirement of neutrality need not preclude nor hinder the District's schools in fulfilling their responsibility to educate students to be tolerant and respectful of religious diversity. The School District also recognizes that one of its educational responsibilities is to advance the students' knowledge and appreciation of the role that religion has played in the social, cultural, and historical development of civilization.

Therefore, the School District will approach religion from an objective, curriculum-related perspective, encouraging all students and staff members to be aware of the diversity of beliefs and respectful of each other's religious and/or non-religious views. In that spirit of respect, students and staff members should be excused from participating in activities that are contrary to their religious beliefs unless there are clear issues of compelling public interest that would prevent it. Nothing in this policy shall be deemed to prohibit voluntary prayer or expression of religious beliefs in a manner consistent with this and other policies of the District.

c) Communications for school events and celebrations that represent the school community will reflect the South Country Central School District's sensitivity to diversity and its basic educational mission.

It is intended that this policy apply to the dealings between or among employees with employees; employees with students; students with students; employees/students with vendors/contractors and others who do business with the School District, as well as school volunteers, visitors, guests and other third parties to the extent the District has authority or control over such individuals at the time the discriminatory acts are committed. All of these persons are hereinafter referred to collectively as "the named group."

For purposes of this policy, harassment shall mean communication (verbal, written or graphic) and/or physical conduct based on an individual's actual or perceived membership in a protected class including race, color, creed, religion, national origin, political affiliation, sexual orientation, age, marital or veteran status, or disability that:

1. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or is used as a basis for employment decisions (including terms and conditions of employment) affecting such individual; and/or creates and intimidating, hostile or offensive work environment;

2. Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creates an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit;

b) 3. Otherwise adversely affects the employment and/or educational opportunities and benefits provided by the District: A) Prohibited harassment also includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a discriminatory nature, where

B) 1. Submission to such conduct is made a term or condition of employment and/or educational opportunities or benefits;

2. Submission to or rejection of such conduct by an individual's protected classification is prohibited, regardless of whether the harassment is overtly sexual or otherwise discriminatory in its content.

3. Harassment directed against an individual because of the individual's protected classification is prohibited, regardless of whether the harassment is overtly sexual or otherwise discriminatory in its content.

The School District will act to promptly investigate all complaints, either verbal or written, formal or informal, of allegations of harassment based on any of the characteristics described above; and will promptly take appropriate action to protect individuals from further harassment.

In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any employee, student, or other member of the above named group who believes he/she has been a victim of harassment in the school environment and/or at programs, activities and events under the control and supervision of the District, as well as any individual who is aware of and/or who has knowledge of, or witnesses any possible occurrence of harassment, immediately report such alleged harassment; such report shall be directed to or forwarded to the Principal or the District Compliance Officer using the District's Consolidated Complaint form and procedures (regulation 6000). Such complaints are to be in writing, although verbal complaints of alleged harassment will also be promptly investigated in accordance with the terms of this policy. The Principal or designee or Compliance Officer will assist those students and others who need help filling out the complaint form. The complaint will be filled with the Principal or the District Compliance Officer. Unless either are the alleged offender. In such cases the report will be directed to the next level of supervisory authority.

Upon receipt of a 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 any occurrence of harassment, the District will investigate such conduct promptly and thoroughly. 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/or to notify law enforcement officials as warranted, and any disclosure will be provided on a "need to know" basis.

Based upon the results of this investigation, if the District determines that an employee and/or student has violated the terms of this policy and/or accompanying regulations, immediate corrective action will be taken as warranted. Should the offending individual be a student, appropriate disciplinary measures will be applied, up to and including suspension, in accordance with applicable laws and/or regulations, District policy and regulation, and the District Code of Conduct. Should the offending individual be a school employee, appropriate disciplinary measures will be applied, up to and including termination of the offender's employment, in accordance with legal guidelines, District policy and regulation, Third parties (such as school volunteers, vendors, etc.) who are found to have violated this policy and/or accompanying regulations and/or the Code of Conduct, will be subject to appropriate sanctions as warranted and in compliance with law. The application of such disciplinary measures by the District does not preclude the filing of civil and/or criminal charges as may be warranted.

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 harassment. Follow-up inquiries shall be made to ensure that harassment has not resumed and that all those involved in the investigation of the harassment complaint have not suffered retaliation.

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

A copy of this policy and its accompanying regulations will be available upon request and will be posted at various locations in each school building along with other notices required by law to be posted, The District's policy and regulations on anti-harassment will be published in appropriate school publications such as teacher/employee handbooks, student handbooks, and/or school calendars.

This policy should not be read to abrogate other District policies and/or regulations or the District Code of Conduct prohibiting other forms of unlawful discrimination, inappropriate behavior, and/or hate crimes within the District. It is the intent of the District that all such policies and/or regulations be read consistently to provide the highest level of protection from unlawful discrimination in the provision of employment/educational services and opportunities. However, different treatment of any member of the above named group which has a legitimate, legal and nondiscriminatory reason shall not be considered a violation of District policy.

Title IX and Section 504 Compliance Officer

Additionally the Board shall ensure compliance with Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act (ADA). The Superintendent shall designate a District employee as the Title IX/Section504/ADA Compliance Officer and regulations and procedures shall be implemented to resolve complaints of discrimination based on sex or disability.

The Title IX/Section 504/ADA Coordinator shall also be responsible for handling complaints regarding discrimination based on race, color, religion, national origin, political affiliation, age, genetic predisposition, veteran or marital status.

Each school year, the District shall issue appropriate information that advises students, parents/guardians, and employees of the District's established consolidated complaint procedures for resolving complaints of discrimination based on sex or disability. Included in such announcement will be the name, address and telephone number of the Title IX/Section 504 ADA Compliance Officer.

All inquiries or complaints should be directed to the Building Principals or the District Compliance Officer (Also Section 504/Title IX Compliance Officer), Nelson C. Briggs, Assistant Superintendent for Human Resources.

SOUTH COUNTRY CENTRAL SCHOOL DISTRICT
East Patchogue, New York
189 N. Dunton Av
East Patchogue, NY 11772
631 730 1500

Thank you for your interest in becoming a substitute for the South Country Central School District.

If you are interested in applying for a **SUB TEACHER, SUB AIDE, SUB TEACHING ASSISTANT OR SUB NURSE** position, please complete this packet and mail it to:

Ms. Carolyn Levenson
BOCES- Sherwood Conference Center
15 Andrea Road
Holbrook, NY 11741

Ms. Levenson will contact you to schedule an appointment.

If you are interested in applying for a **SUBSTITUTE CUSTODIAN, SUBSTITUTE CLERICAL, OR SUBSTITUTE GUARD**, position, please complete this packet and call the South Country Human Resources Office at **631 730 1530** to schedule an appointment for an interview.

Please make sure the requested information in the application packet is complete and accurate. You may also want to inform your references that they may be contacted. Please bring your Drivers License and Social Security Card to the interview. All applicants must successfully complete the New York State Department of Education fingerprint requirements. Guards must possess a current Guard License and up to date CPR & First Aid training.

SUBSTITUTE RATES

Itinerant (Daily) Substitute Teachers	\$95.00 per day
Permanent Substitute Teachers	\$115.00 per day
Substitute Teaching Assistants	\$9.75 per hour
Substitute Aides and School Monitors	\$9.00 per hour
Substitute Clerk Typist	\$13.00 per hour
Substitute Custodial Worker	\$11.00 per hour
Substitute Bus Driver	\$13.00 per hour
Substitute Nurse	\$175.00 per day
Substitute Guard	\$19.00 per hour