

VALLEY STREAM UNION FREE SCHOOL DISTRICT THIRTEEN  
585 North Corona Avenue  
Valley Stream, New York 11580  
(516) 568-6100

Constance D. Evelyn, Ed.D.  
Superintendent of Schools

October 2020

Dear Faculty and Staff:

The Employee Handbook can be found on the home page of our district website: [www.valleystream13.com](http://www.valleystream13.com). This handbook is intended to inform you of your rights and responsibilities as employees of Valley Stream School District Thirteen. You will find information on the following district policies and procedures: Equal Opportunity, Sexual Harassment, Smoking on School Premises, School District Officer & Employee Code of Ethics, Code of Conduct, Student Attendance, Student & Staff Internet Use and Safety, Wellness Policy on Nutrition and Physical Activity, Child Abuse in a Domestic Setting, Staff Complaints and Grievances, Student Harassment and Bullying Prevention and Intervention, Students and Personal Electronic Devices, Disclosure of Wrongful Conduct, Family Education Rights and Privacy Act, Student Records and Confidentiality Information, Release of Directory Information, Right To Know, Blood Borne Pathogens and Pesticide Notification, Integrated Pest Management, Emergency Plan, Blood Donation Leave, Leave of Absence for Cancer Screening, and Absences and Requests for Substitute Coverage (AESOP). A complete listing of district policies is maintained in each school and on the district web site. You should become familiar with each.

The Employee Handbook includes the policies that are aligned with the implementation of the Dignity for All Students Act (DASA). Ms. Sells-Asch is the District DASA coordinator and your principal is the DASA coordinator for your school. A list of the DASA committee meetings is posted in your school.

Please read the handbook carefully, and sign and return the form below to your building secretary.

Very truly yours,

*Constance D. Evelyn*

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I read and understand the contents of the Employee Handbook for 2020-2021.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School