

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

September 2021

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: Non-Discrimination and Equal Opportunity, Equity, Diversity, and Inclusivity in Education, Sexual Harassment, Smoking on School Premises, School District Officer & Employee Code of Ethics, Code of Conduct, Students and Personal Use of Electronics, Student Attendance, Student & Staff Internet Use and Safety, Use of Surveillance Cameras on School Property, Wellness Policy on Nutrition and Physical Activity, School District Officer and Employee Code of Ethics, Child Abuse, Maltreatment or Neglect in a Domestic Setting, Staff Complaints and Grievances, Student Harassment and Bullying Prevention and Intervention, Notification of Rights under the Family Education Rights and Privacy Act, Records and Confidentiality, Release of Directory Information Under the Family Education Rights and Privacy Act, Right To Know and 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 website. Please take some time to familiarize yourself with the aforementioned policies.

The Employee Handbook includes the policies that are aligned with the implementation of the Dignity for All Students Act (DASA). Ms. Maricel Goldman is the District DASA Coordinator, and your principal is the DASA coordinator for your school. Please contact your principal for more information.

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 2021-2022.

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Print Name

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Signature

\_\_\_\_\_

Date

\_\_\_\_\_

School