

CONDITIONAL/EMERGENCY STAFF APPOINTMENTS

The Board of Education recognizes that from time to time there will be a need to employ certified and noncertified staff who have not received clearance for hiring as of the date they are scheduled to begin working. Therefore, 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. The building administrators shall make efforts not to assign two conditionally appointed employees to the same classroom.
- 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 appropriate, for example, during music class, band practice or testing procedures.
- All building administrators shall be informed of those members of their staff who hold conditional or emergency conditional clearance.
- All conditionally appointed or emergency conditionally appointed district employees shall be directed not to be alone in an office or classroom 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.
- Conditionally or emergency conditionally appointed staff will be advised that if there is a need to meet individually with students, such meetings shall be scheduled with the Principal or his/her designee in attendance.
- 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 appropriate disciplinary action.

For purposes of this policy, the terms "conditional appointment" and "emergency conditional appointment" shall refer to any employee holding conditional or emergency conditional appointment, as defined in Section 1709, Subdivision 39 of the Education Law.