

**CONDITIONAL APPOINTMENT & EMERGENCY
CONDITIONAL APPOINTMENT STUDENT SAFETY POLICY**

- Required**
- Local**
- Notice**

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 of Education 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 of Education adopts the following policy. By adopting this policy, the Board of Education does not intend to imply that any individual serving in a conditional appointment or emergency conditional appointment is of a lesser moral character or engaged in criminal or nefarious conduct. The purpose is to protect the students of the School District.

For purposes of this policy, the terms “conditionally appointed” and “emergency conditional appointment” shall refer to any employee holding conditional or emergency conditional appointment, as defined in Section 1709 of the Education Law.

No School District employee who holds a conditional or emergency conditional appointment shall be in contact with students, either in groups or individually, other than to provide the specific instruction or other services for which the employee was hired, and only when accompanied by an employee who does not hold a conditional appointment.

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

The immediate supervisor of the employee shall, at least twice a week, monitor the activities of such employees while on school district property during the period of their conditional or emergency conditional appointment.

In addition, the School District will ensure that all personnel, including conditional and emergency conditional appointed employees, are aware of and receive training regarding the prohibition against child abuse in an educational setting and of their responsibility for reporting any such abuse. All conditionally appointed and emergency conditionally appointed employees receive this training at the time of their initial contingency appointment.

The immediate supervisor of the employee 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.

The Superintendent of Schools will advise the Board of Education of any employee who is being recommended for appointment conditionally.

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

Ref: Education Law §§1125-1133, 1604, 1709, 1804, 2503, 2554, 3035
8 NYCRR §§100.2 (hh); Part 87

Policy adopted:

April 27, 2004

Amended: December 19, 2018