

CONDITIONAL/EMERGENCY CONDITIONAL APPOINTMENT POLICY  
STUDENT SAFETY

Chapter 147 of the Laws of 2001 permits school districts, under certain conditions, to fill vacancies on a conditional or emergency conditional basis pending the full criminal background clearance required by the Education Law. To provide for the safety of students who have contact with an employee holding a conditional/emergency conditional appointment, the Board of Education requires the following procedures.

No school district employee who holds a conditional/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 Superintendent of Schools, assistant superintendent, or building principal.

No school district employee who holds a conditional/emergency conditional appointment shall teach a class or provide services to students with their classroom or office door closed unless the building principal has provided express prior written 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 building principal or designee shall provide heightened administrative supervision of such employees while on school district property during the period of their conditional/emergency conditional appointment including, for example, unannounced visits to classrooms, walking in the hallways, and/or any other activities the principal determines to be appropriate.

In addition, the school district will ensure that, at the commencement of their conditional or emergency conditional appointment, all conditional/emergency conditional appointed employees will 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.

Failure to comply with this policy will result in appropriate disciplinary action which could include immediate termination.

Ref: Education Law §§1125-1133, 1709  
8NYCRR §§100.2 (hh); Part 87

Date Adopted: 5/16/06