

CONDITIONAL APPOINTMENT & EMERGENCY CONDITIONAL APPOINTMENT OF STAFF MEMBERS SUBJECT TO SUCH APPOINTMENTS

The Board of Education recognizes that there will be instances in which it is necessary upon recommendation of the Superintendent of Schools, for the Board to make a conditional appointment or an emergency conditional appointment of a prospective employee. To protect the District and 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.

All employees to be employed on a conditional or emergency conditional appointment will sign an affidavit assuring the District that they have not been convicted of any criminal offense and that there are no criminal actions pending against him or her. Further, the District will conduct credential and reference checking of such employees in the same manner and to the same extent such checking is conducted of all prospective employees, whether to be employed on a conditional, emergency conditional or regular appointment basis. Such checking includes but is not necessarily limited to a review and confirmation of paper documents, including certification and licenses, transcripts, and other documents where such references may include both names of those provided by the prospective employee as well as names of persons with possible relevant information not so provided.

At the building level, administrators at each site shall ensure that conditional appointees:

1. consistent with the nature of employment, limit one-on-one contact with students to the extent practical;
2. must adhere to the regular schedule and shall not be given before or after-school assignments with students on an individual basis;
3. may not transport students in their private vehicles or be in contact with students in their professional capacity off school property.

In addition to the above, school administrators shall take deliberate steps to advise conditional appointees regarding appropriate conduct and monitor their activities to insure the safety of students in the District.

Re: Chapter 147 of the Laws of 2001
Amending Chapter 180 of the Laws of 2000

Adopted: November 20, 2001