



Central Islip Union Free School District

Board of Education & School District Policy Book

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Section	Section Title	Type
9000	Personnel Policy Goals	Local
Policy	Policy Title	
9260	Conditional Appointment & Emergency Conditional Appointment - Student Safety	

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 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 adopts the following policy. Additionally, such an individual MUST report to an approved NYSED location for fingerprint scanning within 24 hours of such an appointment.

All employees who are appointed on a conditional or emergency conditional basis 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 them.

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 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. Adhere to the regular schedule and shall not be given before- or after-school assignments with students on an individual basis; and
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 ensure the safety of students in the district.

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 of the Education Law.

1st Reading: November 14, 2011

2nd Reading: December 12, 2011

Adoption date: December 12, 2011

Cross Reference:

9620, Child Abuse in an Educational Setting

Reference:

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