

PERSONNEL:        4000 SERIES

Find here all the familiar topics of personnel administration: recruitment and selection, tenure, assignment and transfer . . . and so on, till the time of separation from the school system through retirement, resignation, promotion, death, or other causes.

The first part of the Index (4100 Series) deals with certificated personnel; the second part (4200 Series) deals with classified personnel. When a given item applies equally to both series, it is entered in the 4100 Series and coded with both Series numbers.

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

PERMANENT PERSONNEL

4000 (a)

RECRUITMENT AND SELECTION OF  
TEACHERS AND OTHER CERTIFIED STAFF

PERSONNEL, CERTIFIED

*The Superintendent is the person responsible for establishing and maintaining close contact with placement agencies, universities and teacher-training programs. She/he may delegate this responsibility as appropriate.*

*The professional staff is encouraged to maintain its contacts and refer outstanding candidates to the Superintendent for consideration according to the stated screening and employment procedures.*

**SCREENING AND EMPLOYMENT PROCEDURES**

- A. Applicant will complete the Elmont District "Certified Employment Application" and submit the completed copy to the Personnel Office.*
- B. The Personnel Office will then secure the supporting credentials from the placement agency or the University(ies) involved.*
- C. When all credentials are verified, a decision is reached which places a candidate in one of two categories:*
  - 1. those persons Elmont District is interested in*
  - 2. those persons Elmont District is not interested in at this time*
- D. Those persons who are not selected receive a letter indicating the District's decision.*
- E. Those persons in which the District has an interest will have interviews scheduled for them with the Director of Curriculum, at least two building principals and such other members of the professional staff as are concerned. If the results of these interviews, as reported by the Director of Curriculum and the principals, is favorable, the candidate is scheduled for a writing sample and a demo lesson. Successful candidates are then recommended for specific positions or placed on*

RECRUITMENT AND SELECTION OF  
TEACHERS AND OTHER CERTIFIED STAFF - continued

4000 (b)

- the eligibility list. The final step is an interview by the Superintendent, who has the final decision of making recommendations for hiring to the Board of Education.*
- F. If the Superintendent agrees that the candidate is to be hired, he/she will check references. Salary arrangements are tentatively agreed upon and the applicant is given a position commitment which will be subject to:*
- 1. fingerprinting clearance*
  - 2. evidence of proper New York State certification*
  - 3. a medical examination, the results of which are to be approved by the Medical Advisor*
  - 4. the candidate signing an Oath of Allegiance*
  - 5. the appointment to a three year probationary period by the Board of Education if the position has an open tenure line*
- G. When these aforementioned steps have been completed, the applicant will receive a confirming letter from the office of the Superintendent.*

*Regulation*

*Adopted: prior to 9/67*

*Amended: 11/22/72      8/77      7/5/05*

**ELMONT UNION FREE SCHOOL DISTRICT**

4000 (c)

**135 Elmont Road, Elmont, New York 11003**Web Page: [www.elmontschools.org](http://www.elmontschools.org)

Telephone : (516) 326-5500 ext.18

Date \_\_\_\_\_

**CERTIFIED EMPLOYMENT APPLICATION****POSITION PREFERENCE**☐ **ELEMENTARY (K-6)**☐ **OTHER** (Art. Music, Physical Educ., Special Educ.,  
Reading, Administrative, Supervisory, etc.)

Grade Level \_\_\_\_\_

Specify Area(s) \_\_\_\_\_

**PERSONAL INFORMATION**Name \_\_\_\_\_  
Last First MiddleOther Name(s) \_\_\_\_\_  
(Please provide any additional information regarding maiden name, change of name, use of an assumed name or  
nickname which is necessary to enable a check of your work or school records.)**PRESENT MAILING ADDRESS**\_\_\_\_\_  
Street  
City State Zip**PERMANENT MAILING ADDRESS**\_\_\_\_\_  
Street  
City State Zip

Telephone No. \_\_\_\_\_

Telephone No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Social Security No. \_\_\_\_\_

N.Y.S. Teachers Retirement System Member? Yes No If yes, please indicate number \_\_\_\_\_

Estimate your total absence from work or school for the last five years \_\_\_\_\_

Have you ever been dismissed or asked to resign from a position? Yes ☐ No ☐ If yes, please explain  
\_\_\_\_\_Have you ever been convicted of a crime other than a minor traffic violation? Yes ☐ No ☐ If yes,  
please explain on a separate sheet, citing date, offense and disposition of case.Have you been fingerprinted? Yes ☐ No ☐ If yes, where? \_\_\_\_\_ Date \_\_\_\_\_Are you a U.S. Citizen? Yes ☐ No ☐ If no, are you legally eligible to work? Yes ☐ No ☐Do you have any disability which would prevent you from performing, with or without  
accommodation, those activities involved in the position for which you are applying Yes ☐ No ☐**CERTIFICATES** (If pending, so indicate)

List all teaching and administrative certificates you hold

STATE	DATE ISSUED	DATE EXPIRES	AREA	TYPE (Perm., Prov., Init., etc.)	CERTIFICATE NO.

**EDUCATIONAL PREPARATION**

Name and Location of School	Nature of Studies		Diploma or Degree	
High School	Major	Minor		
College (Undergraduate)	Major	Minor		
College (Graduate)	Major Specialization	No. of Credits	Degree	
Have you taken work which has resulted in the conferring of an advanced degree? If so, summarize.				
Summarize graduate work beyond the highest degree earned or graduate work not leading to a degree.	Indicate major concentrations, if possible	No. of Credits	Additional Information	

Scholastic Honors \_\_\_\_\_

**Undergraduate:** Circle scholastic average of all college work    A   A-   B+   B   C+   C   C-   or Grade Point Average\_\_\_\_\_

**Graduate:** Circle scholastic average    A   A-   B+   B   C   C   or Grade Point Average\_\_\_\_\_

**PROFESSIONAL EXPERIENCE**

**List most recent experiences first. Do not omit any employment. Failure to provide a complete employment record will disqualify you from employment in the Elmont Union School District.**

Dates From/To	Name and Location of School	Nature of Position: i.e., grade level, subject, etc.	Total Years	If full-time position, annual salary

**Student Teaching:** If fewer than 5 years of regular full-time employment, include student teaching experience here.

Years	Name and Location of School	Subject or Grade Level

**RELATED PROFESSIONAL EXPERIENCE**

(Educational travel, lectures, addresses, publications, organizational membership, committee memberships, participation in educational experiments, innovations, special programs, elective positions held, community and social services, scouting, recreation, etc.)

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**OTHER WORK EXPERIENCE**

(Business, trades, summer occupations)

Dates	Firm or Institution	Nature of Work	Full Time Employment	Summers, Vacation Periods, etc.

**PRIOR TENURE RECORD**

(All applicants must complete and sign this statement in order to assure compliance with provisions of Section 3012, Subdivision 1, of the Education Laws of the State of New York.)

Have you ever received TENURE in any School District or Board of Cooperative Educational Services (BOCES) anywhere in New York State? Yes ☐ No ☐

If yes, please indicate \_\_\_\_\_  
 (Name of School District or BOCES) Address

\_\_\_\_\_  
 (Date of Tenure) (Tenure Area) (Signature) (Today's Date)

**UNITED STATES ARMED SERVICES RECORD**

Dates From/To	Branch	Highest Rank	Total Months	Did you receive a dishonorable discharge?
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Yes ☐ No ☐

**SPECIAL SKILLS AND ABILITIES RELATED TO POSITION**


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# APPLICANT'S STATEMENT

(Provide a statement which you think might be of value in our considering you for a position. Use a separate sheet if necessary.)

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# REFERENCES

Provide the names of three persons who have closely observed your work as a professional or as a student. **Do not** include letters of reference. Recommendations by present and former superintendents, principals and other supervisors are preferred in the case of experienced teachers or supervisors. Beginning teachers will please include practice teaching supervisor's recommendation.

Name of Reference	Position/Relationship	Mailing Address	Phone Number

List college placement office where your confidential record may be obtained:

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My signature below authorizes the Elmont Union Free School District to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the Elmont Union Free School District and the reference source from any liability in connection with its release or use.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or false statements made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the Elmont Union Free School District.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

The Elmont Union Free School District, Elmont, New York 11003, does not discriminate on the basis of age, religion, creed, ethnic origin, marital status, race, color, sex, veteran status, disability or handicap. This policy of non-discrimination includes the recruitment, hiring and advancement of employees; salaries, pay and other benefits, or educational programs.

ELMONT UNION FREE SCHOOL DISTRICT PRE-EMPLOYMENT INTERVIEW GUIDELINES

AREA OF INQUIRY	LEGAL	ILLEGAL	LEGISLATION
1. Name	a) For access purposes, inquiry into whether the applicant's work records are under another name.	a) To ask if a woman is a Miss, Mrs. or Ms. b) To request applicant to give maiden name or any other previous name he or she has used.	Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972 (Title VII). Title IX of the Education Amendments of 1972 (Title IX)
2. Address/Housing	a) To request place and length of current and previous addresses. b) To ask for the applicant's telephone number or how he or she can be reached.		Title VII
3. Age	a) Require proof of age by birth certificate, <u>after hiring</u> .	a) To ask age or age group of applicant. b) To request birth certificate or baptismal record before hiring.	Age Discrimination Act of 1967
4. Birthplace/National Origin		a) To ask birthplace of applicant or that of his or her parents, grandparents or spouse. b) Any other inquiry into national origin.	Title VII
5. Race/Color	a) To indicate that the institution is an equal opportunity employer. b) To ask race for affirmative action plan statistics, <u>after hiring</u> .	a) Any inquiry that would indicate race or color.	Title VII
6. Sex	a) To indicate that the institute is an equal opportunity employer. b) To ask sex for affirmative action plan statistics, <u>after hiring</u> .		Title VII Title IX



7. Religion/Creed		a) To ask an applicant's religion or religious customs and holidays. b) To request recommendations from clergy.	Title VII
8. Citizenship	a) Whether a U.S. citizen. b) If not, whether intends to become one. c) If U.S. residence is legal. d) If spouse is a citizen. e) Require proof of citizenship <u>after hiring</u> .	a) If native born or naturalized. b) Proof of citizenship before hiring. c) Whether parents or spouse is native born or naturalized. d) Date of citizenship.	Title VII
9. Marital/Parental Status	a) Status (only married or single) <u>after hiring</u> for insurance and tax purposes. b) Number and ages of dependents and age of spouse <u>after hiring</u> for insurance and tax purposes.	a) To ask marital status <u>before hiring</u> . b) To ask the number and age of children, who cares for them and if applicant plans to have more children.	Title VII Title IX
10. Relatives	a) to ask name, relationship and address of person to be notified in case of emergency, <u>after hiring</u> .	a) Names of relatives working for the institution or In a district (nepotism policies which impact disparately on one sex are illegal under Title IX).	Title VII Title IX
11. Military Service	a) Inquiry into service in the U.S. armed forces. b) Branch of service and rank attained. c) Any job-related experience. d) Require military discharge certificate <u>after hiring</u> .	a) To request military service records. b) To ask about military service in armed service of any country other than the U.S. c) Type of discharge.**	Title VII Title IX **EEOC interpretation on Title VII
12. Education	a) To ask what academic, professional or vocational schools attended. b) To ask about language skills, such as reading and writing foreign languages.	a) Specifically ask the nationality, racial or religious affiliation of schools attended. b) To ask how foreign language ability was acquired.	Title VII
13. Criminal Record	a) To request listing of convictions other than misdemeanors.	a) To inquire about arrests.	Title IX

14. References	a) To request general and work references not relating to race, color, religion, sex, national origin or ancestry.	a) To request references specifically from clergy or any other persons who might reflect race, color, religion, sex, national origin or ancestry.	Title VII Title IX
15. Organizations	a) To ask organizational membership – professional, social, etc. – so long as affiliation is not used to discriminate on the basis of race, sex, national origin or ancestry. b) Offices held, if any.	a) To request listing of <u>all clubs</u> applicant belongs to or has belonged to.	Title VII Title IX
16. Photographs	a) May be required <u>after hiring</u> for identification purposes.	a) Request photographs before hiring. b) To take pictures of applicants during interview.	Title VII Title IX
17. Work Schedule	a) To ask willingness to work required work schedule. b) To ask if applicant has military reservist obligations.	a) To ask willingness to work any particular religious holiday.	Title VII
18. Physical Data	a) To require applicant to prove ability to do manual labor, lifting, and other physical requirements of the job, if any. b) To require a physical examination.	a) To ask height and weight, impairment or other non-specified job related physical data.	Title VII Title IX
19. Handicap	a) To inquire for the purpose of determining applicant's capability to perform the job. (Burden of proof for non-discrimination lies with the employer.)	a) To exclude handicapped applicants as a class on the basis of their type of handicap. (Each case must be determined on an individual basis by law.)	Title IX (sight provisions)
20. Other Qualifications	a) To inquire about any area that has a direct reflection on the job applied for.	a) Any non-job related inquiry that may present information permitting unlawful discrimination.	

Regulation

Adopted: 1979

Amended: 7/5/05

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

PERMANENT PERSONNEL

4010 (a)

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

PERSONNEL CERTIFIED

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 candidates 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 not 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;

CONDITIONAL APPOINTMENT AND  
EMERGENCY CONDITIONAL  
APPOINTMENT OF STAFF MEMBERS  
SUBJECT TO SUCH APPOINTMENTS – continued

4010 (b)

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.

Legal Reference: Chapter 147 of the Laws of 2001 Amending Chapter 180 of the Laws of 2000.

Policy  
Adopted: 7/5/05  
Amended:

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

PERMANENT PERSONNEL

4020

RESIGNATION

PERSONNEL, CERTIFIED

The District expects that teachers who anticipate leaving the District will give the District as much advance notice as possible prior to the effective date of the resignation. The New York State Education Law requires that a minimum of 30 days prior notice be given by a teacher before the effective date of resignation. Exception to this is the resignation of newly hired teachers, who must give a 90-day notice for the first few months of employment. Resignation must be by letter to the Board of Education via building principal and the Superintendent to enable the Board of Education to take appropriate action. Until such action is followed, the resignation is not official.

Policy

Adopted:     prior to 9/67

Amended:    7/5/05

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

PERMANENT PERSONNEL

4030

ASSIGNMENT AND TRANSFER

PERSONNEL, CERTIFIED

The assignment of staff members and their transfer to positions in the various schools of the district shall be made by the Superintendent on the basis of the following criteria, listed in order of priority:

1. Contribution which staff member could make to students
2. Qualifications of staff member
3. Opportunity for professional growth
4. Desire of staff member regarding assignment or transfer
5. Length of service in Elmont

Legal Reference:

Policy

Adopted: Prior to 9/67

Amended: 7/5/05

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

PERMANENT PERSONNEL

4030

ASSIGNMENT AND TRANSFER

PERSONNEL, CERTIFIED

*Specific teaching and building assignments of all teachers shall be announced no later than thirty days prior to the end of the school calendar year. In the event of any change of such assignment, either after this date or prior to the opening of school, the teacher shall have the right to discuss such change prior to the assignment with the Building Principal.*

*When transfer or reassignment of teachers in a school or grade is necessary, volunteers may apply but will not necessarily be transferred or reassigned.*

*A teacher being considered for transfer or reassignment shall be notified at least thirty days prior to the termination of the school calendar year.*

*Regulation*

*Adopted: 4/30/68*

*Amended: 7/7/70 7/5/05*

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

PERMANENT PERSONNEL

4040 (a)

TEACHER FILES

PERSONNEL, CERTIFIED

*A personnel folder for each teacher will be kept in the Personnel Office. New teachers will be responsible for seeing that the following information is given to the Personnel Clerk for inclusion in the folders:*

- 1. A completed application form*
- 2. Copy of teaching certificate from the New York State Department of Education*
- 3. Retirement number and social security number*
- 4. Withholding slip*
- 5. Photostat of military service record*
- 6. A medical examination and chest x-ray, the results of which are to be approved by the Medical Advisor*
- 7. A letter of confirmation of appointment from the office of the Superintendent*
- 8. Appointment to a three year probationary period by the Board of Education*
- 9. Finger Printing Clearance*
- 10. Record of Child Abuse Prevention Training*

*In addition, new teachers must take an Oath of Allegiance to the United States of America and to the State of New York.*

*Copies of the necessary forms are available in the Personnel Office.*

*All professional personnel are requested to notify the Personnel Office upon change of address and/or telephone number.*



*To facilitate matters, a teacher who desires to examine his/her file, compiled during his/her employment in the Elmont District, should notify the Personnel Office at least three hours prior to such examination.*

*Regulation*

*Adopted: prior to 9/67*

*Amended: 10/1/74 7/1/81 7/5/05*

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

PERMANENT PERSONNEL  
PHYSICAL EXAMINATION

4050 (a)  
PERSONNEL, CERTIFIED

**I. PRE-EMPLOYMENT REQUIREMENTS**

**A. Physical Examination and Tuberculin Screening**

All new personnel must have a pre-employment physical examination, and a Mantoux Test (PPD) or Interferon Gamma Release Assay (IGRA) administered by the employee's personal physician prior to placement on the District payroll. The type of screening test is at the examining physician's discretion.

**B. Positive Tuberculin Test**

If the Tuberculin screening is positive, the applicant will be required to undergo a chest x-ray. The x-ray must be interpreted by a qualified radiologist or physician qualified to determine the diagnosis of Tuberculosis. The Medical Advisor shall determine if the qualifications of the physician are acceptable.

**II. REQUEST FOR PHYSICAL EXAMINATION AND CHEST X-RAY**

The Superintendent and/or the Medical Advisor may request at any time a complete physical examination by the Medical Advisor or whomever he/she designates. The employee's personal physician may be present at the examination, if the employee so desires.

The Superintendent and/or the Medical Advisor may request a chest x-ray of any employee at any time.

Employees With Primary Tuberculosis, Positive Tuberculin Screening

Employees who test positive will be restricted from service in the school until appropriate medical measures are instituted and they are free from contagion. Employees may attend school and return to regular activities as soon as:

1. A chest x-ray has been taken as in section I B above and reported to the District as negative.
2. The person is not "sick" e.g. coughing, fever, and malaise.
3. Effective chemotherapy has been instituted.
4. There is an acceptable plan for continuing therapy during the prescribed course. The District should require documentation from the treating physician.
5. Relatives attending school should have the Tuberculin Screening

**III. TEST RESULTS**

All test results shall be rendered on the Elmont Union Free School District Medical Report Form, which may be forwarded to the Medical Advisor for evaluation and approval.

Legal Reference:

## Policy

Adopted: Prior to 9/67

Amended: 10/17/72 12/16/80 8/11/93 1/27/98 12/20/00 (approved at Board Meeting 12/19/00), 7/5/05, 07/1/13, 04/05/16

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

PERMANENT PERSONNEL

4100

CLASS SIZE

PERSONNEL, CERTIFIED

No academic class shall be in excess of twenty nine (29) students, except in case of emergency or odd schedule situations. There shall be an equitable distribution of class size throughout the District, subject to the factors of the physical facilities of the respective buildings and the special educational needs of each. Pre-kindergarten classes shall not be in excess of fifteen (15) students (with one teacher aide or twenty (20) with two teacher aides); Special Education classes shall follow State and Federal guidelines.

Legal Reference:

Policy

Adopted: 4/30/68

Amended: 7/7/70    7/7/71    5/3/74    7/5/05

**ELMONT UNION FREE SCHOOL DISTRICT**

## Elmont, New York

Required   X    
Local           

PERMANENT PERSONNEL

4200 (a)

EVALUATION  
PROFESSIONAL SUPERVISION

PERSONNEL, CERTIFIED

### I. GENERAL PHILOSOPHY

None of the responsibilities administrators are charged with accomplishing surpasses in importance that of staff development through sensitive, effective and timely supervision. The act of supervision, so intimately related to the growth of teachers and to the quality of instruction children receive, requires not only commitment, but also the use of high level professional skills commensurate with the variety of supervisory needs that exists in any school setting. Implicit in this statement is the notion that different teachers require different kinds of supervision and that a plan of supervision must be flexible enough to cope productively with this diversity. Implicit, as well, is the notion that teachers be involved in the district's supervisory plan.

A supervisory plan should take into account educational goals, staff abilities, and specific building needs. Teachers have a right to know the district's supervisory plan. Principals have a responsibility to make the professional staff fully aware of that plan, what is expected, what will be evaluated, how and when.

### II. PROFESSIONAL CATEGORIES FOR SUPERVISION

To best promote teacher growth, supervision must reflect the needs of each professional. The professional categories listed here are provided to assist the administrator in selecting the appropriate supervisory model for each teacher.

#### A. Tenured

Continuing in Position:	•Has expertise
	•Is effective
	•Needs improvement

New to Position	•Has expertise
(transfer, new to grade,	•Is effective
new to subject)	•Needs improvement

**B. Non-Tenured**

New to Position:	<ul style="list-style-type: none"><li>•Has expertise</li><li>•Is effective</li><li>•Needs improvement</li></ul>
New to District:	<ul style="list-style-type: none"><li>•Competent</li><li>•Advanced beginner</li><li>•Needs improvement</li></ul>
Novice	<ul style="list-style-type: none"><li>•First teaching assignment</li></ul>

**III. TECHNIQUES TO PROMOTE GROWTH**

The following techniques have been found to promote teacher growth:

**A. Classroom Observations**

Classroom observations may consist of full lesson observations or a number of short supervisory visits.

A pre-observation conference or pre-observation form which permits teachers to advise supervisors of problems in the class, the stage of curriculum development, previous learnings, seems fundamental. In the pre-stage, the teacher and supervisor might also agree on some things the teacher particularly wants the supervisor to observe so that specific counseling in the post-session can occur.

When informal or formal short visits are used, teachers should be made aware of the purpose of the visits, what is being observed, and any instruments that might be used.

**B. Other**

There are techniques which can be used productively with professional staff. A variety of options are available. For example:

**1. Microteaching**

Short lessons taught to small groups of children with specific goals, followed by immediate feedback.

#### Peer Observation

Voluntary visits by teachers to one another's classroom for the purpose of peer sharing.

#### Demonstration Lesson

Lessons taught by colleagues demonstrating specific objectives and teaching techniques.

#### Mentoring/Coaching

Teachers may offer to mentor or coach colleagues.

### **IV. PLAN OF EVALUATION IN THE ELMONT DISTRICT**

By September 15 of each year, the principal of each building will receive the full Professional Roster for his/her school. This roster will indicate the current status of each teacher and teaching assistant assigned to the building. It will also note the year of each person's last Professional Development Review.

By October 15 of each year, principals will return the Professional Roster to the Superintendent. On it, next to each teacher's name, will appear the form of supervision to be used for that particular year. The school principal will notify the teachers by October 15<sup>th</sup> about the form of supervision they will receive. The supervisory model designated at the beginning of the year may change if the need for a different model is identified by the administrator. Tenured teachers in need of improvement will receive the close supervision model. Whenever possible, the principal will notify such teachers by June 1 of the previous year.

The principal will complete evaluations of tenured professional staff by June 1.

Evaluations of non-tenured personnel will be due on April 1. A probationary teacher will receive written notice of District's intention not to reappoint him/her by April 30<sup>th</sup>.

**A. Annual Evaluations – Tenured Certified Staff**

Tenured professional staff will be evaluated annually. This evaluation may be accomplished in one of three ways:

1. Annual Performance Evaluation
2. Professional Development Review
3. Close Supervision

**1. The Annual Performance Evaluation**

Administrators will write an end-of-the-year evaluation statement for each teacher summarizing the teacher's performance. This evaluation shall contain information gathered first-hand by supervisors.

The Performance evaluation for most of the professional staff will follow one of the models below:

- a. **Summary Statement** – A brief written statement attesting to the professional's continued effectiveness in the area of assignment.
- b. **Formal Narrative** – Narrative description of the professional's performance taking into account direct classroom observations as well as other professional activities carried out by the teacher.
- c. **Classroom Observation Report** – A written report based on lesson observations
- d. **Performance Objectives** – Goal setting will be accomplished at the beginning of the year. A goal will be mutually agreed upon by principal and teacher. At this time, means of evaluating this goal will be established and outlined.
- e. **Overview Assessment** – A general assessment of the teacher's performance will be made using the Overview Assessment Form.



**f. Evaluation of professionals other than classroom teachers.** – In addition to choosing model a, b, d, or e above, the administrator may follow procedures similar to those procedures outlined in the attachment entitled, “Evaluation of Non-Classroom Professionals – School Psychologists.”

A cover sheet will be submitted with each Performance Evaluation. The additional pages will differ with each teacher depending on the model that the principal has elected to apply that year.

Every professional staff member will have one evaluation per year.

## **2. Professional Development Review**

The Professional Development Review is a special, in-depth growth experience that is reserved for tenured teachers. Each tenured professional will receive this “reinvestment review” at least once every five years. The teacher may initiate the plan for professional growth with objectives mutually agreed upon by the teacher and the administrator. The Professional Development Review will be submitted to the Superintendent.

### **a. Procedure**

At an initial conference, the totality of the staff member’s performance will be discussed. Both strengths and weaknesses need to be identified and considered in-depth. Material to be discussed at this conference could include:

- Past performance evaluations
- Graduate and inservice course work
- The teacher’s participation in school and district activities.
- Student performance with respect to class profile.

As a result of the initial conference, objectives will be mutually developed by the teacher and administrator. The action plan may include course work, reading material, demonstration lessons, specific direction, observations, conferences, workshops, etc.

The review should establish several ongoing meetings throughout the school year. The purpose of each session would be to review the objectives, check on progress, and recommend future activities. The results of the Professional Development Review will be summarized using the Professional Development Review form and submitted to the Superintendent.

**3. Close Supervision** – Close Supervision is designed for non-tenured teachers and for tenured teachers in need of improvement.

This close supervision process may include announced and unannounced observations, ongoing conferencing and a written summative evaluation at the end of the year. There will be at least three formal announced observations each year which will include a pre-observation conference, an observation of at least 30 minutes, a post observation conference and a written record of the observation. Unannounced observations may include a post-observation conference and/or a written record of the observation.

The process of designating a tenured teacher for close supervision will include specific reasons for this program and will include suggestions for any needed changes in performance.

A teacher may be continued on close supervision for a second year. Procedures for the evaluation of the Unsatisfactory Tenured Teacher are outlined in Policy #4210.

## **B. Annual Evaluations – Non-Tenured Certified Staff**

Non-tenured teachers will be evaluated annually. The close supervision model will be followed. This model consists of:

1. The development of an annual plan of supervision which lists the specific objectives for the coming year to be achieved by the non-tenured teacher.
2. There will be at least three formal announced observations each year which will include a pre-observation conference, an observation of at least 30 minutes, a post observation conference and a written record of the observation. These observations should involve different subject areas. Unannounced observations may include a post observation conference and/or a written record of the observation.
3. In addition to the observations, an annual report called the Overview Assessment, must be completed for each non-tenured teacher in the first two years of probation. A packet of three formal observations and the Overview Assessment should be submitted to the Superintendent of Schools by April 1.

Not all non-tenured teachers who come to the District are new or inexperienced. Therefore, the principal should give the teachers an opportunity to demonstrate competencies which have been attained through previous experience or another tenure area. Once essential skills are demonstrated, the teacher should be encouraged to experiment with new ideas and methodologies.

In the tenure year, the principal shall submit a narrative statement setting forth the strengths and weaknesses of the non-tenured teacher and a recommendation regarding tenure. Ability to teach the core skills effectively, as evaluated by the principal, shall be a major criterion for the recommendation for tenure.

4. For school psychologists, social workers, nurses or other professionals assigned to non-classroom positions, the principal shall submit a minimum of one report that deals with facets of the professional's role. This will be written each year.
5. If tenure is not to be recommended, the principal shall confer with the Superintendent prior to completing the annual evaluation of the teacher involved. The teacher involved shall be informed that the meeting has taken place.

Legal Reference:

Policy

Adopted: 2/12/86 (approved at Board Meeting 2/11/86)

Amended: 5/1/89, 7/8/92 (approved at Board Meeting of July 7, 1992) 7/5/05

**ANNUAL CALENDAR OF EVALUATION**

4200 (h)

<b><u>REQUIRED</u></b>	<b><u>DUE</u></b>	<b><u>COMMENTS</u></b>
<b><u>Tenured Teacher</u></b>		
A. Summary Statement, Formal Narrative, Classroom Observation Performance Objectives Overview Assessment	June 1	Due to Superintendent of Schools with Cover Sheet
B. Professional Development Review	June 1	There should be one <b>PDR</b> for each tenured staff member every five (5) years.
C. Close Supervision Report	June 1	Due to Superintendent of Schools with Cover Sheet. See also Policy #4200 F
<b><u>Non-Tenured</u></b>		
<b>A. <u>Classroom: First Two Years</u></b>		
3 Formal Observations		
<b>B. <u>Non-Tenured Teachers Overview Assessment</u></b>	April 1	Due to Superintendent of Schools with Cover Sheet
<b>C. <u>Classroom Teacher: Tenure Year</u></b> Narrative Evaluation	7 months prior to tenure date	Due to Superintendent of Schools with Cover Sheet
<b><u>Tenured:</u></b> Nurses, Social Workers, Psychologists  Other non-classroom professionals  Summary statement, Formal Narrative, Performance Objectives, Overview Assessment	June 1	Due to Superintendent of Schools with Cover Sheet
<b><u>Non-Tenured:</u></b> Nurses, Social Workers, Psychologists  Other non classroom Professionals		
Minimum of One Narrative Written Report	April 1  Tenure year: Report is due 7 months prior to tenure date	Due to Superintendent of Schools with Cover Sheet
<b><u>Teaching Assistants</u></b>		
One Classroom Observation Form	June 1	Due to Superintendent of Schools with Cover Sheet

DUE FROM SCHOOLS: OCT. 15<sup>TH</sup>

PROFESSIONAL ROSTER FOR \_\_\_\_\_ SCHOOL      School Year \_\_\_\_\_

[illegible]

THIS FORM WILL BE UPDATED BY THE PERSONNEL OFFICE UPON THE APPOINTMENT OF PROFESSIONAL STAFF TO THE SCHOOL

ELMONT UNION FREE SCHOOL DISTRICT  
Elmont, New York

COVER SHEET

ANNUAL PERFORMANCE EVALUATION FOR PROFESSIONAL STAFF

20\_\_\_\_ - 20\_\_\_\_

Non-Tenured  
\_\_\_\_ Teacher

Tenured  
\_\_\_\_ Teacher

\_\_\_\_ Other

Probationary Year Number \_\_\_\_

Type of Evaluation Procedure:

Overview Assessment \_\_\_\_ Classroom Observation \_\_\_\_ Formal Narrative \_\_\_\_  
Professional Development Review \_\_\_\_ Performance Objectives \_\_\_\_

NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

ASSIGNMENT: \_\_\_\_\_ FULL or PART TIME \_\_\_\_\_

NO. YEARS IN CURRENT ASSIGNMENT: \_\_\_\_\_

PROFESSIONAL'S COMMENTS RE: EVALUATION \_\_\_\_\_

PROFESSIONAL'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINCIPAL'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR NON-TENURED TEACHERS ONLY

\_\_\_\_ I recommend the continuation of \_\_\_\_\_  
as a non-tenured teacher in the Elmont District for the coming year.

\_\_\_\_ I do not recommend the continuation of \_\_\_\_\_  
as a non-tenured teacher in the Elmont District for the coming year.

Comments: \_\_\_\_\_

PRINCIPAL'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## 4200 (k)

Date\_\_\_\_\_

Class/Grade/Group\_\_\_\_\_

**Attendance as of** \_\_\_\_\_

<b>Absences</b>	<u>-</u>
<b>Lateness</b>	<u>-</u>
<b>Early Departure</b>	<u>-</u>

5	4	3	2	1	N/A
---	---	---	---	---	-----

- 







**VI. Reflective and Responsive Practice**

5	4	3	2	1	N/A
---	---	---	---	---	-----

- |  |                          |                          |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Engages in his/her professional development for content and instructional strategies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Reflects on the effectiveness of his/her pedagogical practices.                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Makes appropriate adjustments and follows up on areas needing improvement.            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Maintains a professional demeanor appropriate to the educational environment.         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Exercises good judgement and decision making.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**VII. Professional Responsibilities**

- |  |                          |                          |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Maintains accurate instructional and non-instructional records. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Communicates respectfully with families.                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Maintains professional relationships with colleagues.           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Participates in school and district projects.                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Responsive to supervision.                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**\*Overall Summary Rating** \_\_\_\_\_

**VIII. Suggestions and Recommendations: (Attach additional pages if necessary)**


---

**Evaluator's  
Signature**

---

**Date**

**IX.** I acknowledge that I have been informed of the contents of this evaluation and I understand that it will be placed in my personnel file.

---

**Teacher's Signature**

---

**Date**

*\*Overall rating will not necessarily be the mathematical average*

**ELMONT UNION FREE SCHOOL DISTRICT****OVERVIEW ASSESSMENT**

Teacher\_\_\_\_\_Administrator\_\_\_\_\_

Position\_\_\_\_\_Date\_\_\_\_\_

School\_\_\_\_\_

**I. INSTRUCTIONAL COMPETENCIES**

Meets and instructs assigned classes in the location and at the time designated.

Satisfactory \_\_\_\_\_ Concern\_\_\_\_\_

Comments:

Plans appropriate learning experiences

Satisfactory \_\_\_\_\_ Concern\_\_\_\_\_

Comments:

Applies Age-Appropriate Teaching Techniques

Satisfactory \_\_\_\_\_ Concern\_\_\_\_\_

Comments:

Sets appropriate learning goals consistent with curriculum

Satisfactory \_\_\_\_\_ Concern\_\_\_\_\_

Comments:

Enriches classroom learning through the use of varied activities and resources whenever possible.

Satisfactory \_\_\_\_\_ Concern \_\_\_\_\_  
Comments:

Maintains a classroom atmosphere that is conducive to learning.

Satisfactory \_\_\_\_\_ Concern \_\_\_\_\_  
Comments:

Promotes Engaged Time on Task

Satisfactory \_\_\_\_\_ Concern \_\_\_\_\_  
Comments:

Evaluates student progress on a regular basis.

Satisfactory \_\_\_\_\_ Concern \_\_\_\_\_  
Comments:

Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.

Satisfactory \_\_\_\_\_ Concern \_\_\_\_\_  
Comments:

## **II. GENERAL DUTIES**

Prepares for assigned classes and has written evidence of preparation.

Satisfactory \_\_\_\_\_ Concern \_\_\_\_\_  
Comments:

Has acceptable attendance record.

Satisfactory \_\_\_\_\_ Concern \_\_\_\_\_  
Comments:

3. Maintains accurate, complete and timely records as required by district policy and administrative regulations.

Satisfactory \_\_\_\_\_ Concern \_\_\_\_\_  
Comments:

4. Upholds and enforces school rules, administrative regulations and Board policy.

Satisfactory \_\_\_\_\_ Concern \_\_\_\_\_  
Comments:

5. Carries out duty assignments.

Satisfactory \_\_\_\_\_ Concern \_\_\_\_\_  
Comments:

6. Attends meetings subject to teacher contract.

Satisfactory \_\_\_\_\_ Concern \_\_\_\_\_  
Comments:

### **III. INTERPERSONAL RELATIONS**

1. Shows consistency, fairness and good judgment in dealing with students.

Satisfactory \_\_\_\_\_ Concern \_\_\_\_\_  
Comments:

2. Works to establish and maintain open lines of communication with students and their parents concerning the academic and behavioral progress of all assigned students.

Satisfactory \_\_\_\_\_ Concern \_\_\_\_\_  
Comments:

3. When appropriate, utilizes the school's support staff to meet the needs of individual students.

Satisfactory \_\_\_\_\_ Concern \_\_\_\_\_  
Comments:

4. Interacts positively with colleagues, administration and parents.

Satisfactory \_\_\_\_\_ Concern \_\_\_\_\_  
Comments:

## **II. OTHER PROFESSIONAL RESPONSIBILITIES**

1. Makes provisions for being available to students and parents for educationally-related purposes outside the instructional day in accordance with professional responsibilities.

Satisfactory \_\_\_\_\_ Concern \_\_\_\_\_  
Comments:

Contributes to the general tone of the school by fostering positive school/community relations.

Satisfactory \_\_\_\_\_ Concern \_\_\_\_\_  
Comments:

Participates with other members of the staff in planning instructional goals, objectives and methods whenever appropriate.

Satisfactory \_\_\_\_\_ Concern \_\_\_\_\_  
Comments:

2. Assists in the selection of books, equipment, and other instructional materials whenever appropriate.

Satisfactory \_\_\_\_\_ Concern \_\_\_\_\_

Comments:

Demonstrates evidence of professional involvement and growth through reading, attending workshops, seminars, conferences and/or taking courses at institutes of higher learning.

Satisfactory \_\_\_\_\_ Concern \_\_\_\_\_

Comments:

-----  
Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

**If "Concerns" are noted, staff members should be made aware of area of concern in writing.**

ELMONT UNION FREE SCHOOL DISTRICT  
Elmont, New York

CLOSE SUPERVISION FORM

Teacher: \_\_\_\_\_ Principal: \_\_\_\_\_ Date of Plan: \_\_\_\_\_

TARGET PLAN:

CHANGES DESIRED:

SUGGESTED RESOURCES AND METHODS:

PLAN FOR RE-EVALUATION (include follow-up date):

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher's Signature

FOLLOW-UP

(To be completed by teacher)

STEPS TAKEN TO ACHIEVE OBJECTIVES:

CHANGES MADE IN AREA OF CONCERN:

---

Date

---

Teacher's Signature

(To be completed by Principal)

PRINCIPAL'S SUMMARY ASSESSMENT:

---

Date

---

Principal's Signature

---

Date

---

Teacher's Signature



ELMONT UNION FREE SCHOOL DISTRICT  
Elmont, New York

PROFESSIONAL DEVELOPMENT REVIEW

Teacher\_\_\_\_\_ School\_\_\_\_\_

Current Assignment\_\_\_\_\_ No. of Years in Current Assignment\_\_\_\_\_

Year of Last Professional Development Review\_\_\_\_\_

Completed by\_\_\_\_\_

Current Professional Development Review

Name of Principal\_\_\_\_\_

School Year\_\_\_\_\_

Summary of Initial Conference

Date\_\_\_\_\_

Due to Superintendent of Schools: June 1

FIRST PROGRESS REPORT

_____	_____	_____	_____
Date	Teacher	Date	Principal

SECOND PROGRESS REPORT

_____	_____	_____	_____
Date	Teacher	Date	Principal

**PROFESSIONAL DEVELOPMENT REVIEW FOR** \_\_\_\_\_ **20**\_\_\_\_\_

ASSESSMENT

TEACHER

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

PRINCIPAL

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**PROFESSIONAL DEVELOPMENT REVIEW FOR\_\_\_\_\_ 20\_\_\_\_\_**

**PLAN OF ACTION**

_____	_____	_____	_____
<b>Teacher’s Signature</b>	<b>Date</b>	<b>Principal’s Signature</b>	<b>Date</b>

**NON-CLASSROOM PROFESSIONALS EVALUATION****SCHOOL PSYCHOLOGISTS**

- I.     Building Administrator** will base his/her evaluation on day-to-day activities
- A.   Contribution to Child Study Team
  - B.   Quality and timeliness of reports
  - C.   Consultations with staff and parents
  - D.   Crisis intervention
  - E.   Follow-up
  - F.   Continuous study
- II.    Professional Peer Review** – Narrative by 1-2 psychologists re:
- A.   Presentation of reports
  - B.   Discussion of cases
  - C.   Observations
  - D.   Continuous study
- III.   Tenure Year:**
- A.   Observation
  - B.   Professional Responsibilities

**ELMONT UNION TREE SCHOOL DISTRICT**

**PERFORMANCE OBJECTIVE FORM**

School \_\_\_\_\_ School Year \_\_\_\_\_ Teacher \_\_\_\_\_  
Date \_\_\_\_\_

---

**Statement of Objectives**

**Plan of Action**

**Review Criteria**

---

**Teacher's Signature**

---

**Date**

---

**Principal's Signature**

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

PERMANENT PERSONNEL

4210 (a)

UNSATISFACTORY TENURED TEACHERS

PERSONNEL, CERTIFIED

*A. A tenured teacher whose performance is considered unsatisfactory in his/her annual evaluation shall be advised in writing by the building principal before the close of the school year that the provisions of Administrative Regulations 4200 will apply in the following school year.*

*B. During that school year:*

- 1. The teacher evaluation model used for such teacher shall be the "Close Supervision" model described in Policy 4200.*
- 2. The Director of Curriculum and Instruction or the Director of Pupil Personnel Services\* and the Building Principal shall coordinate supervisory efforts to effect an improvement in the teacher's performance.*
- 3. A teacher so identified shall be observed at least six times by the Building Principal in consultation with the Director of Curriculum and Instruction or the Director of Pupil Personnel Services\*.*
- 4. All observations will be reported as prescribed in Policy 4200 and they will each be followed by a conference between the observed teacher and the observer(s).*

*At these conferences, the principal shall make suggestions to bring about an improvement in teaching performance. These suggestions shall be summarized and submitted to the teacher in written form. Copies of all observations and reports will be submitted to the Director of Curriculum and Instruction or the Director of Pupil Personnel Services\*.*

- 5. By April 1 of the year following the unsatisfactory rating, an evaluation will be made by the Building Principal in consultation with the Director of Curriculum and Instruction or the Director of Pupil Personnel Services\* to determine the outcome of the above supervisory efforts.*

*If the teacher's performance is clearly satisfactory, the teacher will be advised that the provision of Administrative Regulation 4210 will no longer be applied.*

*If the teacher's performance continues to be unsatisfactory, the Director of Curriculum and Instruction or the Director of Pupil Personnel Services\* shall notify the Superintendent for the taking of appropriate action. A copy of this notice will be sent to the teacher.*

*\*Special Education and Pupil Personnel Services Only*

*Regulation*

*Adopted 11/15/77*

*Amended: 10/21/92 (approved at Board Meeting 10/20/92) 7/5/05*



**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

PERMANENT PERSONNEL

4220

TENURE – BOARD PROCEDURE

PERSONNEL, CERTIFIED

A list of probationary teachers shall be presented to the Board, one year prior to the date of eligibility for teacher tenure.

Principal's evaluations of probationary teachers shall be made available to the Board of Education at the end of the first and second years of probation.

A complete personnel file, compiled during employment in the Elmont School District, shall be made available to the Board for all probationary teachers five months prior to the date of eligibility for teacher tenure. This file shall include the Principal's evaluation and recommendation and all other pertinent data relative to the teacher's employment in the Elmont School District. This report shall be considered confidential and shall be maintained in the teacher's file.

Final recommendation by the Superintendent for Board action on tenure shall be presented to the Board ninety (90) days prior to the completion of the probationary period. The Board shall act within the legally required time.

Legal Reference:

Policy

Adopted: 7/1/75

Amended: 1/17/78 7/5/05

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

PERMANENT PERSONNEL

4230

POSITION DESCRIPTIONS

PERSONNEL, CERTIFIED

The Superintendent shall prepare suitable position descriptions for all professional personnel currently employed in the Elmont School System. These position descriptions are available under separate cover.

Legal Reference:

Policy

Adopted: 11/11/70

Amended: 7/5/05

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X  

Local           

TEMPORARY AND PART TIME PERSONNEL

4231

SCHOOL PHYSICIAN

PERSONNEL, CERTIFIED

**School Physician Job Description**

The school physician will examine all children grades 1, 3, not presenting a private M.D. completed examination. The physical examination cards will be sent home annually in June to encourage annual examinations by the family physician.

The school physical examination will be in accordance with the State guidelines requiring a more intense examination of the chest, abdomen, bones, joints and feet.

In addition, the school physician will:

- A. Do a fall and spring building check in accordance with State guidelines.
- B. Examine any and all children in the off grades, 2, 4, 5, 6, where called to his/her attention by school nurse.
- C. Provide consultation time for school nurse to discuss nutrition, fatigue, school phobia, unusual absence cases, suspect health histories, concerns raised by physical education teachers, speech teachers, others, and examine children as needed.
- D. Be available for emergency calls.
- E. Be available for consultation and contact by designated staff.

A contract salary will be determined by the Board annually for each physician.

Legal Reference:

Policy

Adopted: 7/6/71

Amended: 7/5/05

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

TEMPORARY AND PART TIME PERSONNEL

4232

IMPARTIAL HEARING OFFICER

PERSONNEL, CERTIFIED

The District is required to maintain a list of impartial hearing officers in appeals from actions of the Committee on Special Education. The following policy is recommended to provide direction in the selection, use, and payment of such hearing officers.

- A. Only persons appointed by the Board of Education shall serve as impartial hearing officers on appeals of decisions of the Committee on Special Education.
- B. Persons so appointed shall constitute a list of persons approved for service in such capacity. Only action of the Board or a written request of the hearing officer shall serve to remove a name from that list.
- C. When the need arises, the District Clerk is authorized to select a hearing officer from the list. The Clerk is to use a procedure established by the State of New York.
- D. The Board agrees to pay hearing officers so selected at a per diem rate established at the annual reorganization meeting.

Legal Reference:

Policy

Adopted: 6/16/81

Amended: 7/5/05

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

TEMPORARY AND PART TIME PERSONNEL

4300 (a)

SUBSTITUTE TEACHERS - HIRING

PERSONNEL, CERTIFIED

*Substitute Teacher Procedures*

1. *Completed application (with resumè attached) is received from applicant.*
2. *Interview is conducted by the Director of Curriculum and Instruction.*
3. *If recommended for employment, the candidate is given the following forms:*
  - *Fingerprint Clearance Forms*
  - *Fingerprint Affidavit*
  - *Resumè Synopsis (No Child Left Behind)*
  - *Resumè Synopsis (Personnel)*
  - *Initial Medical Examination Report*
  - *W-4 Federal Withholding Form*
  - *IT-2104 State Withholding Form*
  - *I-9 Employment Eligibility Form*
  - *Oath of Allegiance*
  - *NYS Teachers' Retirement System Eligibility Notification*
  - *NYS Teachers' Retirement System Application*
  - *Code of Ethics Policy*
  - *Internet Policy*
4. *Name is submitted to Board for approval at meeting.*
5. *Appointment letter is mailed to employee.*
6. *All paperwork is checked off on checklist and inserted into Personnel Jacket. When all paperwork has been completed, name and telephone number are given to Teacher Registry.*
7. *Permanent Register Card is typed and filed.*

8. *For Payroll (every two weeks):*

- *Days substitute worked is recorded from Teacher Registry and cross-checked with schools' Weekly Absentee Report.*
- *Excel worksheet is created with employee number, name and days worked recorded.*
- *Worksheet and Payroll Authorization is submitted to Payroll Department.*

9. *At the end of the school year, a list of candidates is given to Personnel by Teacher Registry to be re-appointed by Board for the following school year.*

*Regulation*

*Adopted: 7/5/05*

*Amended:*

**ELMONT UNION FREE SCHOOL DISTRICT**

4300 (c)

135 Elmont Road, Elmont, New York 11003

Web Page: [www.elmontschools.org](http://www.elmontschools.org)  
Ext. 18

Telephone : (516) 326-5500

**APPLICATION FOR SUBSTITUTE TEACHING**

Date: \_\_\_\_\_

Name \_\_\_\_\_

Last

First

Middle

Other Name(s) \_\_\_\_\_

(Please provide any additional information regarding maiden name, change of name, use of an assumed name or nickname which is necessary to enable a check of your work or school records.)

Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Telephone No. \_\_\_\_\_ Social Security No. \_\_\_\_\_

NYS Teachers' Retirement System Member? Yes ☐ No ☐ If yes, please indicate number \_\_\_\_\_Have you ever been dismissed or asked to resign from a position? Yes ☐ No ☐ If yes, please explain \_\_\_\_\_Have you ever been convicted of a crime other than a minor traffic violation? Yes ☐ No ☐ If yes, please explain on a separate sheet, citing date, offense and disposition of case.Have you been fingerprinted? Yes ☐ No ☐ If yes, where? \_\_\_\_\_ Date \_\_\_\_\_Are you a U. S. Citizen? Yes ☐ No ☐ If no, are you legally eligible to work? Yes ☐ No ☐Do you have any disability which would prevent you from performing, with or without accommodation, those activities involved in the position for which you are applying? Yes ☐ No ☐**NEW YORK STATE TEACHER CERTIFICATES**

Area or Subject	Date Issued	Number	Perm.	Prov.	C.Q.	Initial
-----------------	-------------	--------	-------	-------	------	---------

**SUBSTITUTE AREA:** Check area(s) of certification. Check other areas of capability **ONLY** if **EXPERIENCED** and **COMPETENT** in those subjects.

<b>SUBJECT AREA</b>	<b>CERT.</b>	<b>EXPERIENCED</b>
Art	( )	( )
Music: Elem. Instru.	( )	( )
Elem. Vocal	( )	( )
Elementary	( )	( )
Physical Ed. : Elem.	( )	( )
Remedial Reading	( )	( )
Special Education	( )	( )
Library/Media	( )	( )
Other: Specify _____	( )	( )

**EDUCATIONAL PREPARATION**

NAME OF COLLEGE	LOCATION	DEGREE
-----------------	----------	--------

**TEACHING EXPERIENCE**

4300 (d)

<u>SCHOOL</u>	<u>LOCATION</u>	<u>DATES</u>	<u>GRADE</u>

**SUBSTITUTE TEACHING EXPERIENCE**

<u>SCHOOL</u>	<u>LOCATION</u>	<u>DATES</u>	<u>GRADE</u>

**OTHER WORK OR RELATED PROFESSIONAL EXPERIENCE**

(Business, trades, summer occupations)

<u>Dates</u>	<u>Firm or Institution</u>	<u>Nature of Work</u>	<u>Full Time Employment</u>	<u>Summers, Vacation Periods, etc.</u>

**REFERENCES**

Give the names of three persons who have closely observed your work as a professional or as a student. Recommendations by present and former superintendents, principals, or other supervisors are preferred in the case of experienced teachers or supervisors. Beginning teachers should include practice teaching supervisor's recommendations.

	<u>1</u>	<u>2</u>	<u>3</u>
<u>Name</u>			
<u>Official Position</u>			
<u>Present Address (Include Zip Code)</u>			
<u>Area Code/Tel No.</u>			

My signature below authorizes the Elmont Union Free School District to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the Elmont Union Free School District and the reference source from any liability in connection with its release or use.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or false statements made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the Elmont Union Free School District.

**Signature of applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

The Elmont Union Free School District, Elmont, New York 11003, does not discriminate on the basis of age, religion, creed, ethnic origin, marital status, race, color, sex, veteran status, disability or handicap. This policy of non-discrimination includes the recruitment, hiring and advancement of employees; salaries, pay and other benefits, or educational programs.

\*\*\*\*\*  
**(For Office Use Only)**

Recommended for Employment: Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 SubApp



**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

TEMPORARY AND PART TIME PERSONNEL

4310

SUBSTITUTE TEACHERS - COVERAGE

PERSONNEL, CERTIFIED

Classroom Coverage

*Using careful judgment, principals do the following:*

- 1. Use substitutes from our present list*
- 2. When substitutes are not available, judiciously use special teachers on a rotating basis*
- 3. Divide classes*
- 4. Student teachers may be permitted to cover classes for part of the school day, but will not be used as substitutes except in emergencies or by prior judgment of the teacher and principal involved.*

Substitutes for Special Teachers

*Substitutes for special subject teachers will be secured as needed. These may be substitute special teachers or a classroom teacher on a one to one basis. Special teachers should prepare suitable lesson plans that might not be in the same sequence of instruction but would be within the curriculum of the subject.*

*Regulation*

*Adopted: 1/20/58*

*Amended: 9/17/58 11/13/59 7/1/81 7/5/05*

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

TEMPORARY AND PART TIME PERSONNEL

4320

SUBSTITUTE TEACHERS - RESPONSIBILITIES

PERSONNEL, CERTIFIED

*The Responsibilities of the Classroom Teacher*

1. *The teacher's lesson plans along with other information regarding extra-curricular duties, special class schedules, etc., should always be accessible, either in the teacher's desk or in some known place where they can be obtained without difficulty.*
2. *Keys to desks and closets should be accessible.*
3. *Class helpers should know what assistance they should be ready to give a substitute.*
4. *The classroom teacher should inform the school as soon as he/she knows of the time of his/her probable return to school, preferably before the close of the school day.*
5. *The classroom teacher should have children who have particular needs or problems listed in such a way that the substitute teacher will be aware of, and able to provide for or follow through with these children.*
6. *The classroom teacher should leave the names of some responsive children in case the substitute teacher wishes to ask questions concerning routine that children might answer.*
7. *The classroom teacher should leave a list of those children who leave during the school day for special assignments such as: band, ESL, speech, etc., so that the substitute teacher will not be confused by children leaving or entering the room.*

*Regulation*

*Adopted: prior to 9/67*

*Amended: 7/5/05*

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

**TEMPORARY AND PART TIME PERSONNEL  
COMPENSATION AND RELATED BENEFITS**

4330 (a)

**SUBSTITUTE TEACHER SALARIES**

**PERSONNEL, CERTIFIED**

Substitute teachers may be appointed by the Superintendent, with prior approval of the Board of Education. There shall be three categories of substitute teachers, namely, (a) per diem substitutes, (b) permanent or long-term substitutes, and (c) 175 day substitutes.

- (a) Per Diem Substitutes: Per diem substitute teachers shall be designated as those substitute teachers engaged to fill a per diem or temporary vacancy created by the indeterminate absence of a regular teacher. Per diem substitutes shall be paid for such services such remuneration as the Board of Education may determine.
  
- (b) Permanent or Long Term Substitutes: Permanent or long term substitute teachers shall be designated as those substitute teachers engaged to fill a determinate vacancy created by the absence of a regular teacher for a predetermined period of time for such reasons including, but not limited to, maternity leave, or absence on leave with or without pay. Permanent substitute teachers shall be paid on a pro-rata basis the same pay as is received by the regular teaching staff on the appropriate step of the teachers' salary schedule, based on the level of experience and education of the substitute, at the rate of 1/200<sup>th</sup> of such teachers' salary schedule for each day of teaching service, together with such other fringe benefits provided to regular teachers of the professional staff.

- (c) 175 Day Substitutes: 175 day substitute teachers shall be designated as those substitute teachers engaged to fill a per diem or temporary vacancy created by the indeterminate absence of a regular teacher. 175 day substitutes shall be paid for such services such remuneration as the Board of Education may determine from time to time and shall receive health insurance benefits and 3 sick days per year. 175 day substitute do not work the last 5 days of the school year.

Legal Reference:

Policy

Adopted: 12/21/76

Amended: 7/5/05

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X  

TEMPORARY AND PART TIME PERSONNEL

4330 (a)

SUBSTITUTE SALARIES

PERSONNEL, CERTIFIED

*I. Substitutes:   Certified*

- 1. Up to 20 working days of itinerant service: \$75 per diem.*
- 2. On the 41<sup>st</sup> day of itinerant service: \$100 per diem retro-active to 1<sup>st</sup> day.*
- 3. On the 81<sup>st</sup> day of itinerant service: \$110 per diem retro-active to 41<sup>st</sup> day.*
- 4. On the 61<sup>st</sup> working day of continuous service in the same assignment:*

*Placement on Step 1 on the appropriate salary schedule with salary adjustment retro-active to 21<sup>st</sup> day. Fringe benefits per teachers' contract will begin on the 61<sup>st</sup> day of continuous service in the same assignment.*

Note: This regulation shall also apply to substitutes employed continuously for absent special teachers

Note:

1. Per diem teachers performing continuous service who attend school conferences will be paid when these conferences are on school time.
2. Per diem teachers will be paid every two weeks.

II. Substitutes: Teacher Aides

Teacher Aide Substitutes may be employed as follows:

1. Special Education Aides: Each day of absence.  
Payment will be at regular rates, **not** special rates.
2. Other aides: Starting on the fourth day.
3. Aides may be hired to substitute for lunch aides each day of absence for lunch duty only.

*Regulation*

*Adopted: 11/81*

*Amended: 7/5/05*

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

TEMPORARY AND PART TIME PERSONNEL

4340

STUDENT TEACHERS

PERSONNEL, CERTIFIED

Elmont Union Free School District accepts the professional responsibility of cooperating in programs of student teaching to the maximum extent consistent with the most efficient education of its pupils. Guidelines for the acceptance, training and responsibilities of student teachers are outlined in the corresponding regulation.

Legal Reference:

Policy  
Adopted: 11/19/56  
Amended: 9/17/58 7/5/05

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

TEMPORARY AND PART TIME PERSONNEL

4340 (a)

STUDENT TEACHERS ACCEPTANCE AND TRAINING

PERSONNEL, CERTIFIED

*A teacher shall be a tenured teacher in Elmont Union Free School District before being assigned a student teacher, a student observer or student participant.*

*Student Teachers*

*All teachers are expected to assist in the training of student teachers on a voluntary basis and shall be notified of the availability of student teachers prior to any assignments.*

*Student teachers will be accepted only if the cooperative colleges can complete the following arrangements:*

- 1. Student teachers must spend 4 full school days and ½ school day each week for a minimum of 10 consecutive weeks.*
- 2. All requests for placement of student teachers shall be directed to the Superintendent. The Director of Curriculum and Instruction shall cooperate with the college representatives and the principals in the placement and general orientation of all student teachers.*
- 3. Before a student teacher is accepted, where possible, he/she will be interviewed by the building principal and the teacher concerned and will not be accepted unless both agree that he/she is an acceptable trainee.*
- 4. Colleges must provide reasonable supervision of the student teachers. College supervisors must confer with supervising classroom teachers at the time of each visit. All visitations must be preceded by prior notice to the supervising teacher and the principal.*



*Student Participants and Observers*

1. *Requests for placement of student participants shall be directed to the Superintendent. The Director of Curriculum and Instruction shall cooperate with the college representatives and the principals in the placement and general orientation of all student participants.*
2. *Before a student participant is accepted, conditions of participation, length of a participation and prospective teacher assignment must be arranged for through the Director of Curriculum and Instruction in consultation with the building principal and teachers to be involved.*
3. *Since student participants are not generally supervised by colleges, the district reserves the right to terminate any placement at any time.*

*Regulation**Adopted: 11/19/56**Amended: 9/17/58 8/63 7/5/05*

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X  

Local           

TEMPORARY AND PART TIME PERSONNEL

4350

SUMMER SCHOOL TEACHERS

PERSONNEL, CERTIFIED

Summer School

- A. Notification of the availability of openings for summer school positions shall be posted by May 1<sup>st</sup>.
- B. The most qualified applicant shall be selected. The Administration shall consider the teacher's area of competence, major or minor field of study, quality of teaching performance, record of attendance, years of service in the Elmont Union Free School District, and frequency of prior applications for summer school positions.
- C. No positions shall be filled by a teacher not employed by the Elmont Union Free School District if there is a certified applicant for a position who is employed by the Elmont Union Free School District.
- D. The summer school staff shall be selected and advised of said appointment no later than June 15<sup>th</sup>.
- E. Teachers employed in the summer school session shall be compensated at a rate based upon a multiple equal to one two-hundredth of a sum equal to BA, Step 1 of the previous year's salary schedule.

Legal Reference:

Policy

Adopted: 5/11/69

Amended: 7/7/70    3/4/72    7/5/05

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X  

Local           

**ACTIVITIES**

4400 (a)

**STAFF DEVELOPMENT**

**PERSONNEL, PROFESSIONAL**

- I. Recognizing the need and desirability of using adequately prepared professionals in new and innovative programs, the Board of Education will, from time to time, authorize the allocation of funds for specific in-service education of staff members.

II. Philosophy Statement

- A. Continuing growth in knowledge and skills is the responsibility of teachers, school administrators and local Boards of Education. Professional development is an important aspect of this growth. The responsibility for planning and implementing programs of development should be shared by the Elmont Elementary Teachers Association and the Elmont School District. Such programs should be organized to suit local needs; they should encourage the incorporation of a variety of approaches and activities.
- B. Elmont Elementary Teachers Association, Administration and the Board of Education support the following purposes of in-service education:
1. To assist teachers in maintaining competence in areas which are critical to their classroom teaching.
  2. To familiarize teachers with materials, trends and developments significant in areas allied to their field of responsibility.
  3. To acquaint teachers with expert consultants in their own and related teaching areas.
  4. To encourage professional growth.

C. Within the limitations of the criteria, EETA, Administration and the Elmont Board of Education recognize any of the following in-service programs for salary credits:

1. In-service courses organized by colleges or universities, including those that are funded by government agencies.
2. In-service courses organized by related professional organizations.
3. In-service courses organized locally.

III. Scale of Credits for In-Service Courses

- A. A 30 hour course will carry two credits.
- B. A 15 hour course will carry one credit.
- C. All other in-service offerings will be evaluated for credit in the same proportion as A and B above for purposes of awarding partial credit.
- D. A maximum of 9 in-service credits will be honored for each moveover on the salary schedule, with an unlimited number beyond MA+45.

Scale of Credits for Other In-Service Courses

- A. Universities' graduate or in-service courses will be given credits equal to the credit values determined by the universities – if such determinations are made.
- B. Related professional organizations' in-service courses will be given in-service credits equal to the credit values determined by the organizations - if such determinations are made.

- C. If determinations in A and B are not made, then criteria credits listed above for in-service courses shall prevail.
- D. When pre-designated by the Superintendent of Schools, certain district-approved in-service courses may be double weighted from time to time.
- E. Course Work Taken Abroad

Courses by recognized universities or approved professional organizations which are offered when school is not in session outside of the United States may be eligible for in-service credit under the following conditions:

1. There is presented to the Superintendent of Schools a published curriculum guide and organized course of study, including assignments, and a daily schedule of class meetings.
2. The Teacher presents to the Superintendent of Schools a detailed written statement, following completion of the course, defining how and when course content will be integrated into curriculum development.
3. A maximum of one credit will be allowable for such course work taken abroad.
4. Approved graduate courses will be granted full credit.

Note: While course approval may be granted prior to taking a course abroad, salary credit will be awarded only when and if these three conditions have been met satisfactorily.

- V. In order to encourage professional growth beyond the taking of traditional university and in-service course work, other worthwhile professional activities may be awarded salary credit up to a maximum of 1 credit per approved activity as judged by the Superintendent of Schools. These activities will include:
- A. Authorship: The publishing of articles in a recognized professional journal will be considered as a valid reason for granting in-service credit when not otherwise compensated. The number of hours will be determined by magnitude of the effort.
  - B. Individual Project: This must be significant and closely related to the individual's teaching assignment or to district goals. Prior approval is necessary. In order to gain prior approval, the teacher must present an outline defining the objectives and scope of the proposed project. Final approval of credit will depend upon an analysis of the completed project.
  - C. When pre-designated by the Superintendent of Schools, service on District committees may earn in-service credit when approved by the district administrator in charge. Teachers who accept in-service credit will not be otherwise compensated. Credit awarded will be a maximum of one credit in  $\frac{1}{4}$  credit increases.

Note Well:

It is not the intention of the district to offer salary credit for individual projects which would be considered ordinary tasks assigned as a part of course work nor to award credits beyond those awarded for the course work itself. Authorship projects must be germane to the field. District mini grants will not be considered to be individual projects.

VI. Length of Course Work

The district goal is clearly to encourage the taking of full length course work related to the professional needs of staff as defined by the teacher, the principal and the Superintendent of Schools. However, it is recognized that some university courses which may be legitimate may be offered on several weekends, or which may meet fewer times than a university course meets. The Superintendent of Schools will approve courses of short duration up to a maximum of six credits per moveover.

VII. Attendance

To receive salary credit, the teacher must attend at least 90% of the sessions. Special attendance requirements will be determined whenever an in-service offering of fewer than five sessions is announced.

VIII. Prior Approval

Teachers seeking approval of in-service courses shall submit their requests no later than three weeks prior to the date the course is to begin.

IX. Courses for Promotion or Advancement

Course work taken to achieve administrative certification or as preparation for a different job will not be approved for salary credit unless such courses are related to the teacher's professional assignment.

X. Probationary Teachers

Teachers on probation are required to take one in-service course per year as defined by the district while they are on probation unless alternative and equivalent service has been approved by the Superintendent of Schools.

## Policy

Adopted: 9/19/85 (Approved at Board Meeting 9/18/85)

Amended: 7/5/05

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

ACTIVITIES

4410

SOLICITATION AND SELLING

PERSONNEL, CERTIFIED  
AND CLASSIFIED

No member of the professional staff may participate in any activity other than his/her designated duties for which he/she receives financial remuneration wherein his/her position is used to sell or promote the sale of goods or services to pupils or patrons of the schools of the Elmont Union Free School District.

No teacher may tutor, for pay, a pupil from his/her own class.

Policy

Adopted: 1/20/58

Amended: 9/17/58    11/13/59    7/1/71    7/5/05



**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

ACTIVITIES

4420

TRANSPORTING CHILDREN  
IN PRIVATE CARS OR TAXI

PERSONNEL, CERTIFIED

Use of Taxi to Transport Children

No member of the Elmont Union Free School District staff shall transport children of the Elmont Union Free School District, or private/parochial schools served by District staff, in any private car. If he/she should do so, it would be without the knowledge or consent of the Board of Education or the Superintendent.

Parents should be contacted first to request them to provide transportation, and taxi service used only if parent has a reasonable excuse for not doing so.

Taxi service may be used for the following reasons:

1. To take sick children home.
2. To take children from school to school for special testing or consultation services.
3. To take children to special approved programs.
4. To take children home for reasons approved by the principal.

In no instance should a child ride alone. An appropriate staff member should be delegated to accompany him/her.

With approval of the principal or his/her designee the appropriate personnel will contact the taxi service designated by the Business Administrator.

Policy

Adopted: 3/17/72

Amended: 7/5/05

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

WELFARE

4500 (a)

**SUSPECTED CHILD ABUSE BY  
DISTRICT PERSONNEL**

**PERSONNEL CERTIFIED**

The Board of Education recognizes that children have the right to an educational environment which does not threaten their physical and emotional health and development. Child abuse by school personnel violates this right and therefore is strictly prohibited.

The Superintendent of Schools is directed to ensure that all employees are informed of this policy, and every school employee who comes into contact with students shall be required to attend a training program concerning child abuse. Every school employee who suspects an incident of child abuse of a student by district personnel shall immediately report all information to the building principal who will notify the Superintendent of Schools.

It shall be the responsibility of the principal, with the assistance of the Superintendent, to promptly and thoroughly investigate and document any suspected incident of child abuse of students by district personnel. The Superintendent may prohibit unsupervised student contact by any district employee who is the subject of investigation of a suspected incident of child abuse.

The Superintendent shall promptly notify the parents or guardians of students who are suspected victims of child abuse. No school personnel or Board member, with the exception of the Superintendent and/or the Superintendent's designee, shall make any statements or release any information which identifies or could be used to identify a suspected victim or perpetrator of child abuse to the public, media, staff, and/or student body while an investigation is pending. The Superintendent and/or designee shall seek legal counsel concerning the nature of statements which are permissible in the particular case, prior to making any public statement on the case.

The Superintendent shall contact law enforcement authorities concerning a suspected incident of child abuse of a student by district personnel when the totality of the facts and circumstances warrant the intervention of law enforcement authorities. The district shall cooperate to the extent possible with the investigation and prosecution of suspected child abuse of a student by a district employee. The district recognizes that any individual may contact law enforcement authorities concerning a suspected incident of child abuse of a student.

The Superintendent shall report information indicating that an employee holding a teaching certificate has been convicted of a crime or has committed an act which raises a reasonable question as to his or her moral character to the State Education Department of New York. It shall be the policy of the district to construe an incident of student abuse as raising a reasonable question of moral character of an employee holding a teaching certificate. The district recognizes that any individual may report information indicating that an employee holding a teaching certificate has been convicted of a crime or has committed an act which raises a reasonable question as to his or her moral character to the State Education Department of New York.

The Superintendent shall report cases of suspected child abuse to the New York Central Register for Child Abuse and Maltreatment, as appropriate.

Cross Reference:

Suspected Child Abuse and Maltreatment

Legal Reference:

Education Law §3209-a

Social Services Law §§411 et seq.

8 NYCRR §83.1

Policy

Adopted: 7/5/05

Amended:

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

WELFARE

4510

STAFF-STUDENT RELATIONS

PERSONNEL, CERTIFIED

The Board of Education accepts the principle that the relationship between staff and students should be one of cooperation, understanding and respect. The Board believes that the Superintendent of schools and each building level administrator, as instructional leaders, must exhibit a visible, involved relationship with pupil activities to create an appropriate environment for learning.

Staff members shall be expected to regard each student as an individual and to afford each the rights and respect due to any individual. Students shall be treated with courtesy and consideration.

Students shall be expected to regard staff members as individuals, employed to provide direct or indirect contributions to learning. No student shall have the right to interfere with the efforts of the instructional staff to coordinate or otherwise implement a learning program. Nor shall a student have the right to interfere with the motivation to learn or the learning activities and efforts of other students.

Legal Reference:

Policy  
Adopted: 7/5/05  
Amended:

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

WELFARE

4520 (a)

STAFF SUBSTANCE ABUSE

PERSONNEL, CERTIFIED

The Board of Education strongly believes that all staff members are perceived, consciously or unconsciously, as role models in the school and in the community. Since substance abuse has become a national problem, particularly among children and teenagers, the Board believes that school employees must exemplify the positive benefits of a drug-free lifestyle. The Board therefore will not tolerate the illegal use, including possession, sale and/or manufacture, of drugs by staff members either in the workplace, or at any time when the effects of such drug(s) may impair the performance of their duties.

If an employee is found to have violated the terms of this policy, he or she may be subject to a range of penalties up to and including dismissal. That employee may be required to participate in a substance abuse rehabilitation program in lieu of disciplinary action.

In general, the Board shall only intervene if an employee's personal problems adversely affect his or her job performance.

Drug Testing of Employees

No employee shall be subjected to urinalysis or other form of drug testing without reasonable individualized suspicion that the employee has been using an illegal drug(s). The school attorney shall be consulted before any implementation of such testing. Failure to submit to required drug testing based upon reasonable individualized suspicion that the employee has been using an illegal drug(s) is grounds for disciplinary action up to and including dismissal.

In its effort to maintain a drug-free environment, the district shall cooperate to the fullest extent possible with local, state and/or federal law enforcement agencies.

Legal Reference:

Drug-Free Schools and Communities Act (20 U.S.C. §§3171 et seq.)

Civil Service Law §75

Education Law §3020-a

*Patchogue-Medford Congress of Teachers v. Board of Education, 70 NY2d 57 (1987)*

Policy

Adopted: 7/5/05

Amended:

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

PERSONNEL

4600

NON-TEACHING DUTIES

PERSONNEL, CERTIFIED

A teacher who is assigned to several buildings in the district will be assigned an equitable schedule of non-teaching duties by the principal of the building in which the teacher is assigned the greatest number of hours.

Policy  
Adopted: 12/12/76  
Amended: 7/5/05

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

COMPENSATION AND RELATED BENEFITS

4720

HEALTH INSURANCE – RETIRED EMPLOYEES

PERSONNEL, CERTIFIED  
AND CLASSIFIED

The Board agrees to pay 75% coverage for the individual and 50% for family plans for retired employees based on the Empire option of the Health Insurance Plan under the New York State Health Insurance Program.

Part-time employees who retire from the district will receive a percentage of above stated coverage based on the percentage of full-time service at the time of retirement.

District employees who retire, return to active service, and are entitled to health insurance, will pay the health insurance rates for retired employees.

Policy  
Adopted: 7/5/05  
Amended



**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

COMPENSATION AND RELATED BENEFITS

4721

HEALTH INSURANCE – PART-TIME PERSONNEL  
CERTIFIED

PERSONNEL,  
  
AND CLASSIFIED

Part-time employees who are not covered under a collective bargaining agreement shall be eligible for health insurance coverage if they meet the following criteria:

1. Work a regularly scheduled workweek of 20 hours or more.  
or
2. Do not work a regularly scheduled workweek of 20 hours or more, but are paid at least \$3,500 per year on an annual basis.

Part-time employees shall pay 100% of the monthly premium for health insurance coverage.

Policy  
Adopted: 7/5/05  
Amended

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

COMPENSATION AND RELATED BENEFITS

4730 (a)

PLACEMENT ON SALARY SCHEDULE

PERSONNEL, CERTIFIED

*Initial Placement: The Superintendent may arrange to place a new teacher on the 1<sup>st</sup> through the 4<sup>th</sup> step of the appropriate class in the salary schedule by reason of prior teaching experience and/or military experience. Up to three years of prior teaching experience may be accepted while no more than two years of military experience, except for unusual circumstances.*

*The Superintendent may recommend the appointment of a teacher, new to the District, with more than three years of experience, and at the appropriate step of the salary schedule, if the circumstances are such that the person's appointment is highly desirable, or necessary. Under no circumstances is credit given in excess of the years of experience.*

*Newly hired teachers who have successfully completed certification by the National Board of Professional Teaching Standards in the area of assignment in the Elmont Union Free School District may be given up to 15 credits toward lane movement.*

**Progression: Salary adjustment will be on September 1<sup>st</sup> of each year. An employee must have over one-half of employment year in the Elmont Union Free School District to be eligible for salary advancement.**

*Transferring to Higher Columns: Those members of the professional staff who complete the requirements designated by the Board of Education and approved by the Superintendent shall be transferred to the appropriate class on the salary schedule. Teachers who become eligible for transfer to a higher column must request placement thereon and submit the appropriate credentials to the Personnel Office in time for placement thereon as of September 1<sup>st</sup> or February 1<sup>st</sup>.*

COMPENSATION AND RELATED BENEFITS

4730 (b)

PLACEMENT ON SALARY SCHEDULE

PERSONNEL, CERTIFIED

*Those teachers who were on tenure as of June, 1966, and who had accumulated proper non-university credits prior to that time, have been "saved harmless" and as per Board of Education approval on June 21, 1968, these credits are on file in the Personnel Office and may be applied in lieu of graduate university credit mentioned above.*

*Education approval on June 21, 1968, these credits are on file in the Personnel Office and may be applied in lieu of graduate university credit mentioned above.*

*Regulation*

*Adopted: prior to 9/67*

*Amended: 11/19/74 2/20/76 11/29/78 3/17/80 7/5/05*

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

COMPENSATION AND RELATED BENEFITS

4740

TAX SHELTERED ANNUITY

PERSONNEL, CERTIFIED  
AND CLASSIFIED

*The District shall only accept applications from members of the staff for deductions from the contract salary, the amount of such deductions to be remitted to the tax-sheltered annuity program prior to October 1<sup>st</sup> for deductions to commence no later than October 15<sup>th</sup>, prior to February 1<sup>st</sup> for deductions to commence no later than February 15<sup>th</sup>. Continuing participants may elect to adjust contributions prior to February 1<sup>st</sup> for deductions to commence no later than February 15<sup>th</sup>.*

*A staff member may rescind such authorization by written notice to the Superintendent.*

*Regulation*

*Adopted: 11/22/71*

*Amended: 9/15/72 2/1/76 7/5/05*

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

COMPENSATION AND RELATED BENEFITS

4750

WORKERS' COMPENSATION INSURANCE

PERSONNEL, CERTIFIED  
AND CLASSIFIED

All non-salaried appointed and/or elected officials shall be included under Workers' Compensation Insurance Coverage.

Policy  
Adopted: 10/16/73  
Amended: 7/5/05

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

COMPENSATION AND RELATED BENEFITS

4760

PERSONAL PROPERTY CLAIM

PERSONNEL, CERTIFIED  
AND CLASSIFIED

The Board shall have no responsibility for the loss and/or damage of personal effects and property of school personnel.

Policy  
Adopted: 10/17/78  
Amended: 7/5/05

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

ABSENCES, LEAVES AND VACATIONS

4770

PERSONAL ILLNESS-NOTICE OF INTENTION

PERSONNEL, CERTIFIED

*In case of illness, a teacher should report his/her intended absence to Teacher Registry as early as possible, but no later than the times indicated below on the day of absence. If possible, notice of such intention should be given the evening preceding the absence. The teacher should notify the individual school by 2:00 p.m. of his/her intention for the following day, should he/she be certain of his/her condition at that time (in addition to calling the Registry).*

*Building*

*Call Registry no later than*

<i>Alden Terrace</i>	<i>6:00 a.m.</i>
<i>Clara H. Carlson</i>	<i>7:00 a.m.</i>
<i>Covert Avenue</i>	<i>7:00 a.m.</i>
<i>Dutch Broadway</i>	<i>6:30 a.m.</i>
<i>Gotham Avenue</i>	<i>6:00 a.m.</i>
<i>Stewart Manor</i>	<i>7:00 a.m.</i>

*Regulation*

*Adopted: prior to 9/67*

*Amended: 7/5/05, 2/12/13*

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

*ABSENCES, LEAVES AND VACATIONS*

4771 (a)

*PERSONAL ILLNESS-PROLONGED ABSENCE*

*PERSONNEL, CERTIFIED*

*When certified or classified personnel (with the exception of cafeteria worker-see Policy 4850) are absent from work for a prolonged period of time and the reason for absence is not clear, these cases should be referred to the Superintendent and/or the Medical Advisor for follow-up directives.*

- 1. For planned absences for medical reasons for a duration in excess of five (5) days, the Employee Prolonged Absence Medical form must be completed stating the diagnosis, prognosis and duration of expected absence. The district shall be notified in writing at least five (5) working days before the absence begins.  
  
No less than two (2) days before return to work, the employee shall provide the District with medical lines (on District form) indicating that the employee is fit to commence his/her responsibilities.*
- 2. For unexpected absence for illness in excess of five (5) days, the Employee Prolonged Absence Medical form must be completed upon return to work.  
  
No less than two (2) days before return to work, the employee shall provide the District with medical lines (on District form) indicating that the employee is fit to commence his/her responsibilities.*
- 3. The foregoing does not preclude the district's right to require any person employed by the district to submit to a medical examination approved by the district Medical Advisor, or to make additional inquiries of the medical doctor as necessary following receipt of the appropriate form. It is expected that staff will be at home during sick leaves unless approval is otherwise given.*
- 4. Long duration absences will require satisfactory medical statements as requested individually by our Medical Advisor.*

*Regulation*

*Adopted: prior to 9/67*

*Amended: 1/24/74, 4/1/76, 2/88, 7/5/05, 06/07/11, 06/13/11*



**ELMONT UNION FREE SCHOOL DISTRICT**      **4771 (b)**

**MEDICAL AUTHORIZATION TO RETURN TO WORK FORM**

(medical authorization to be provided **PRIOR** to return to work)

---

**To be Completed by Employee**

*Last Name:* \_\_\_\_\_, *First Name:* \_\_\_\_\_ *DOB:* \_\_\_\_\_

*Job Title:* \_\_\_\_\_ *Principal/Supervisor's Name:* \_\_\_\_\_

*I give permission for the school physician and/or district administrator to speak to my physician.*

-----  
*Employee Signature*

\_\_\_\_\_  
*Date*

---

**To be Completed by Physician**

*Expected Date of Return:* \_\_\_\_\_ *Actual Date of Return:* \_\_\_\_\_

*Regular Duty No Restrictions:* \_\_\_\_\_

*Diagnosis and/or explanation injury/illness:* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Physician Name:* \_\_\_\_\_ *Date:* \_\_\_\_\_  
(Print)

*Physician Signature:* \_\_\_\_\_ *Stamp:* \_\_\_\_\_

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**To be Completed by School Physician**

*Approved to Return to Work on:* \_\_\_\_\_ *without restrictions.*

*School Physician Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

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**To be Reviewed by District Administrator**

*Reviewed by District Administrator:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Return form to Personnel Office (fax 516-326-5565)*

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

SALARY CHECKS AND DEDUCTIONS

4772

DEDUCTIONS FOR ABSENCE

PERSONNEL, CERTIFIED  
AND CLASSIFIED

*Absences, other than those provided for in these regulations, will not be allowed with pay. A deduction will be made for each day of absence at the following rate:*

- a. 1/200<sup>th</sup> of the annual salary for teachers and 10-month clericals*
- b. 1/240<sup>th</sup> of the annual salary for 12-month clericals and administrators*
- c. 1/260<sup>th</sup> of the annual salary for custodians, maintainers, and 12-month transportation workers*
- d. 1/220<sup>th</sup> of the annual salary for principals*
- e. Hourly rates for employees paid on an hourly basis*

*Regulation*

*Adopted: 7/7/70*

*Amended: 7/5/05*

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

ABSENCES, LEAVES AND VACATIONS

4773

EMERGENCY ILLNESS OR ACCIDENT

PERSONNEL, CERTIFIED  
AND CLASSIFIED

*When professional personnel become acutely ill or have an accident while actively engaged in professional activity for the Elmont Union Free School District:*

- 1. The contract physician, assigned to that school must be summoned.*
- 2. If the individual desires his/her own physician, that should be his/her prerogative. He/she may have his/her own physician simultaneously with the school physician.*
- 3. The principal, on the recommendation of the school physician, or school nurse, may insist that any staff member who has a possible infectious illness be relieved of his/her duties.*
- 4. Any accident must be reported on the Accident Report form by the nurse in that building.*

*Regulation*

*Adopted: prior to 9/67*

*Amended: 7/5/05*

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

ABSENCES, LEAVES AND VACATIONS

4774 (a)

CARE OF EMERGENCIES

PERSONNEL, CERTIFIED  
AND CLASSIFIED

*Accident reports should be filled out by school personnel for every accident, during period of employment. All accidents are to be reported. The school nurse, if available, should make out five copies of the form but it can be made out by the school employees in authority, who is on duty. Label "compensation".*

*The original and two copies of the accident report are to be forwarded to the Supervising Nurse who in turn sends the original to the Main Office and copies to the Administration; the fourth copy is to be filed in the school's principal's office and the fifth copy with the school nurse.*

*Calmness in the approach and manner of the responsible person lends assurance to the patient and those near him/her. Good judgment needs to be exercised at all time.*

*Major Emergencies*

*School nurse will handle details. If unavailable, contact another school nurse per schedule in school nurse office.*

*After school hours, person in charge should assume responsibility.*

*Medical attention should be sought immediately:*

- 1. Administer first aid per Elmont Union Free School District policy.*
- 2. Contact school physician for direction. If school physician is unavailable, employee may have own physician if he/she is a compensation doctor, OR*
  - A. If patient can be moved, transport to nearest hospital.*
  - B. If patient is unable to be moved, call police department for ambulance.*
- 3. Main office should be notified.*
- 4. File accident report, as soon as possible.*

*Minor Injuries*

- 1. First Aid administered in health office per Elmont Union Free School District policy.*
- 2. Recorded on School Nurse Day Sheet.*
- 3. Follow-up as necessary.*

*Regulation*

*Adopted: 7/1/73*

*Amended: 7/5/05*

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

ABSENCES, LEAVES AND VACATIONS

4775

RELIGIOUS OBSERVANCE

PERSONNEL, CERTIFIED  
AND CLASSIFIED

Absences for religious observance included in the official record or approved by the Superintendent will be charged to personal leave days.

Policy

Adopted: prior to 9/67

Amended: 7/5/05

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

**ABSENCES, LEAVES AND VACATIONS**

4776 (a)

**LEAVE TIME FOR CANCER SCREENING**

**PERSONNEL, CERTIFIED  
AND CLASSIFIED**

Absent emergency circumstances, employees who seek leave time for Cancer Screening must file a request for such leave three (3) weeks prior to the scheduled screening appointment. Emergencies shall be determined by a medical practitioner, and written proof shall be provided by the medical practitioner at the time such leave is requested. The appointment shall not exceed four (4) hours in duration and shall be scheduled for either the beginning of the work day or the end of the work day. Where an appointment cannot be scheduled at the beginning or end of the workday, the employee shall present to the District a note from the scheduling entity indicating that an alternate time has been arranged. If an appointment cannot be scheduled either at the beginning of the workday or at the end of the workday, and therefore requires the employee to leave work after the school day has commenced and return before the school day ends, the employee shall notify Administration in a timely manner so that appropriate coverage may be arranged. The request is to be made on a District prepared request form. Once approved by the employee's principal or supervisor, the form will be returned to the employee for certification by the physician or facility performing the screening. Upon return to work, the employee will be responsible for forwarding this form to the Personnel Department.

**Policy**

Adopted: February 11, 2009 (approved at Board Meeting 2/10/09)

Amended: September 16, 2009 (approved at Board Meeting 09/15/09), March 13, 2018

Elmont, New York

**REQUEST FOR CANCER SCREENING LEAVE**

Present this form to your principal (or supervisor) for approval at least three (3) weeks prior to appointment date unless an emergency situation is established in accordance with District policy and three (3) weeks' notice of an appointment cannot be provided. In that instance this form shall be submitted as soon as possible. Bring approved form with you to the screening facility for certification. Send completed form, which has been approved and certified, to the Personnel Office immediately upon return to work.

Employee Name \_\_\_\_\_ School \_\_\_\_\_ Date \_\_\_\_\_  
(Please print)

Please check: ADMINISTRATOR \_\_\_\_\_ CAFETERIA \_\_\_\_\_ CLERICAL \_\_\_\_\_ CUSTODIAN \_\_\_\_\_  
MAINTENANCE \_\_\_\_\_ SCHOOL NURSE \_\_\_\_\_ PRINCIPAL \_\_\_\_\_ TEACHER \_\_\_\_\_  
TEACHER AIDE \_\_\_\_\_ TEACHING ASSISTANT \_\_\_\_\_ TRANSPORTATION \_\_\_\_\_

I hereby certify that this request for time off from work is for the purpose of obtaining a cancer screening.

Date of Service: \_\_\_\_\_

Time expected to be absent from work: From: \_\_\_\_\_ To: \_\_\_\_\_

Employee's Signature \_\_\_\_\_

\*\*\*\*\*

**BUILDING APPROVAL**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal's Signature

\*\*\*\*\*

**CERTIFICATION OF HEALTH CARE PROVIDER**

Patient Name (Please print): \_\_\_\_\_

This is to certify that I have provided a cancer screening of the individual listed above.

Appointment Date: \_\_\_\_\_ Appointment Time: \_\_\_\_\_

Health Care Provider Name (Print): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Health Care Provider (Signature): \_\_\_\_\_



**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

ABSENCES, LEAVES AND VACATIONS

4778

LEAVE OF ABSENCE WITHOUT PAY

PERSONNEL, CERTIFIED  
AND CLASSIFIED

Leave of absence without pay for five (5) days or less may be granted by the Superintendent of Schools. All other leaves require Board approval.

Policy

Adopted: 7/7/70

Amended: 12/20/77 7/5/05

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

**ABSENCES, LEAVES AND VACATIONS**

4779 (a)

**FAMILY AND MEDICAL LEAVE**

**PERSONNEL, CERTIFIED  
AND CLASSIFIED**

Consistent with the federal Family and Medical Leave Act (FMLA) of 1993, the Board of Education recognizes the right of eligible employees to unpaid family and medical leave for up to 12 weeks during any 12-month period. The Board shall ensure that all eligible employees who use such leave shall have their health benefits continued and shall be returned to an equivalent position according to established Board practices, policies and collective bargaining agreements.

To be eligible for family or medical leave an employee must have been employed for at least 12 months and have worked at least 1,250 hours during the prior months.

Family leave shall be provided when a son or daughter is born to the employee or one is placed with the employee for adoption or foster care. Medical leave shall be provided in order for the employee to take care of a spouse, child or parent who has a serious health condition or when the employee has a serious health condition rendering him/her unable to perform the functions of the employee's job.

An employee may elect, or the district may require, an employee to use accrued paid vacation, personal or family leave for purposes of a family leave. An employee may elect, or the district may require an employee to use accrued vacation, personal, or medical/sick leave for purposes of a medical leave. Once family and medical leave is exhausted, including any other accrued paid leave, eligible employees may take leave pursuant to the district's other leave policies as may exist, subject exclusively to the terms and conditions contained in the applicable collective bargaining agreement or in that separate leave policy. Any contractual leave provisions, whether paid or unpaid, that meet FMLA definition will count towards, and are not in addition to, FMLA leave.

The employee shall notify the district of his/her request for leave, if foreseeable, at least 30 days prior to the date when the leave is to begin. If such leave is not foreseeable then the employee shall give such notice as is practical. The district may require a certification from a health care provider if medical leave is requested. When an employee returns following a leave, he/she must be returned to the same or equivalent position of employment. The Superintendent of Schools or designee may reassign a teacher to a different grade level, building or other assignment consistent with the employee's certification and tenure area.

The Board shall ensure that family and medical leave, consistent with the Family and Medical Leave Act, is provided to all eligible employees, unless they are covered by a collective bargaining agreement which provides greater leave benefits than this Act.

Falsification of records and failure to correct records known to be false (even if true when given) are prohibited. Violation of this provision may result in discipline up to and including termination.

The district shall post a notice prepared or approved by the Secretary of Labor stating the pertinent provisions of the Family and Medical Leave Act, including information concerning enforcement of the law.

Legal Reference:

29 U.S.C. §§2601-2654, the Family and Medical Leave Act of 1993  
29 CFR Part 825

Policy

Adopted: 7/5/05

Amended:

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

**ABSENCES, LEAVES AND VACATIONS**

4779 (a)

**FAMILY AND MEDICAL LEAVE**

**PERSONNEL, CERTIFIED  
AND CLASSIFIED**

*Consistent with the federal Family and Medical Leave Act of 1993, the Board of Education shall provide a minimum of 12 weeks of unpaid leave in a 12-month period for its eligible employees. An eligible employee must have been employed for at least 12 months, and have worked at least 1,250 hours during the prior 12 months.*

*Right to Benefits During Leave*

*An eligible employee is entitled to a combined total of 12 weeks of unpaid family and medical leave. Any employee who uses the unpaid leave shall have his/her benefits, including group health, disability, life and other insurance plans in effect and so chosen by the employee continued during the leave (so long as the employee continues to pay the employee portion of the premium costs, if any), shall not have any previously accrued benefits altered and shall be returned to an equivalent position according to established Board policies and collective bargaining agreements. The employee is not entitled to accrue seniority during the leave.*

*An employee taking leave pursuant to FMLA will be required to use any paid vacation, personal and/or sick leave accrued prior to the medical leave for any of the 12 workweeks of medical leave set forth in Policy #4779 and this regulation. The remainder of the leave will be unpaid. The employee will be notified in writing that his/her vacation time and sick days will be counted towards the 12 weeks of family leave.*

*Any unpaid leave available under the collective bargaining agreement or other district policy that is available for purposes consistent with FMLA purposes may be used. This leave will be counted towards an employee's FMLA entitlement.*

*Family and Medical Leave*

*Family leave is available when a son or daughter is born to the employee, adopted by an employee or is placed with the employee for foster care. Medical leave is available in order for the employee to take care of a spouse, child, or parent who has a serious health condition or when the employee has a serious health condition rendering him/her unable to perform the functions of the employee's job.*

*A son or daughter shall include any individual whether biological, adopted, a foster child, a stepchild, a legal ward, or a child standing in loco parentis who is under eighteen years of age or, if over eighteen, is incapable of self-care due to a mental or physical disability. A parent shall include the biological parent of the employee or an individual who stood in loco parentis to the employee when he/she was a son/daughter. Furthermore, a serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.*

*Family leave must be taken within one year of the birth or placement of the employee's child. If both spouses are employed by the same school district, the combined amount of leave for family leave or medical leave to care for a sick parent may be limited to 12 weeks. This limitation does not include medical leave to care for a child or spouse or for an employee's personal medical/sick leave.*

*The district reserves the right to deny restoration to an employee who is among the highest paid 10% of the employees if specific conditions are met. Subject to limitation of contract and/or law, the district may refuse to reinstate such employees after using FMLA if the*

*district determines that substantial and grievous economic injury would result from reinstatement. If this determination is made, the employee will be notified in writing and given an opportunity to end the leave and return to work. If the employee remains on leave, he/she will not have a right to be restored to employment.*

### Return to Work

*When an employee is ready to return to work, the following rules will apply:*

- 1. If an instructional employee begins a leave period more than five (5) weeks before the end of a semester, and the leave will last at least three (3) weeks, and the employee would return to work during the last three (3) weeks of the semester, the district may require the employee to continue taking leave until the end of the semester.*
- 2. If an instructional employee starts a leave period for other than his or her own serious health condition within five (5) weeks of the end of the school term, and the leave will last more than two (2) weeks, and the employee would return to work within two (2) weeks before the end of the academic term, the district may require the employee to continue taking leave until the end of the term.*
- 3. If an instructional employee begins a leave for other than his/her own serious health condition within three (3) weeks before the end of the school term, and the leave will last more than five (5) working days, the district may require the employee to continue taking leave until the end of the term.*

### Failure to Return

*The district may recover the premiums it paid for maintaining the employee's health coverage while on unpaid leave if the employee does not return to work after the leave has expired, provided that the failure to return to work is not due to the continuation, recurrence, or onset of his/her own serious health condition or that of an immediate family member, or other circumstances beyond the employee's control. Notification of recovery of premiums for failure to return will be given to employee before the scheduled return date.*

*Effect on Existing Laws or Agreements*

*The Board shall ensure that family and medical leave, consistent with the Family and Medical Leave Act, is provided to all eligible employees, whether or not they are covered by a collective bargaining agreement. Any collective bargaining agreement which contains greater leave benefits than this policy shall remain in force.*

*Notice of Policy*

*The district shall post a notice prepared or approved by the Secretary of Labor stating the pertinent provisions of the Family and Medical Leave Act, including information concerning enforcement of the law.*

*Legal Reference:*

*29 U.S.C. §§2601-2654, the Family and Medical Leave Act of 1993  
29 CFR Part 825*

*Regulation*

*Adopted: 7/5/05*

*Amended:*

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

4779 (e)

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

**TO:**

**FROM:**

**DATE:**

**RE:** *FMLA Certification Form*

.....

*I am in receipt of your request for leave pursuant to the Family and Medical Leave Act.*

*It is my understanding that your requested leave is due to what you believe qualifies as a serious health condition under the FMLA.*

*To be considered for such a leave, you must have your physician or practitioner complete the attached certification and return as soon as possible.*

*Attachments*



*ELMONT UNION FREE SCHOOL DISTRICT  
Elmont, New York*

4779 (f)

*U.S. DEPARTMENT OF LABOR  
Employment Standards Administration  
Wage & Hour Division*

*CERTIFICATION OF PHYSICIAN OR PRACTITIONER  
Family & Medical Leave Act of 1993  
Appendix B To Part 825*

1. *Employee's Name:*

---

2. *Patient's Name:*

---

3. *Diagnosis:*

---

---

4. *Date Condition Commenced:* 

---

5. *Probable Duration of Condition:* 

---

6. *Regimen of treatment to be prescribed: (Indicate number of visits, general nature and duration of treatment, including referral to other provider of health service. Include schedule of visits or treatment, if it is medically necessary for the employee to be off work on an intermittent basis or to work less than the employee's normal schedule of hours per day or days per week):*

*a. By Physician or Practitioner:*

---

---

*b. By another provider of health services, if referred by the Physician or Practitioner:*

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*ELMONT UNION FREE SCHOOL DISTRICT  
Elmont, New York*

4779 (g)

*Certification of Physician or Practitioner (continued):*

*If this certification relates to care for the employee's seriously ill family member, skip Questions 7, 8 and 9 and proceed to Questions 10 through 14. Otherwise, continue below:*

*Check YES or NO below, as appropriate:*

7. Yes\_\_\_ No\_\_\_      *Is inpatient hospitalization of the employee required?*
8. Yes\_\_\_ No\_\_\_      *Is employee able to perform work of any kind?  
(If no, skip to Question 9).*
9. Yes\_\_\_ No\_\_\_      *Is employee able to perform the functions of employee's position?  
(Answer after reviewing statement from employer or essential  
functions of employee's position, or if none provided, after discussing  
with employee).*

*For certification relating to care for the employee's seriously ill family member, complete Questions 10 through 14 below as they apply to the family member and proceed to Question 15:*

10. Yes\_\_\_ No\_\_\_      *Is inpatient hospitalization of the family member (patient) required?*
11. Yes\_\_\_ No\_\_\_      *Does (or will) the patient require assistance for basic medical, hygiene,  
nutritional needs, safety or transportation?*
12. Yes\_\_\_ No\_\_\_      *After review of the employee's signed statement (See Question 14), is  
the employee's presence necessary or would it be beneficial for the  
care of the patient? (This may include psychological comfort).*

13. *Estimate the period of time care is needed or the employee's presence would be beneficial:*

\_\_\_\_\_

*TO BE COMPLETED BY THE EMPLOYEE NEEDING FAMILY LEAVE:*

14. *When Family Leave is needed to care for a seriously ill family member, the employee shall state the care he/she will provide and an estimate of the time period during which this care will be provided, including a schedule if leave is to be taken intermittently or on a reduced leave schedule:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*ELMONT UNION FREE SCHOOL DISTRICT  
Elmont, New York*

4779 (h)

*Certification of Physician or Practitioner (continued):*

15. \_\_\_\_\_  
*Signature of Physician or Practitioner*

16. \_\_\_\_\_  
*Type of Practice (Field of Specialization, if any)*

17. \_\_\_\_\_  
*Date*

18. \_\_\_\_\_  
*Signature of Employee*

19. \_\_\_\_\_  
*Date*

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

ABSENCES, LEAVES AND VACATIONS

4780

MILITARY LEAVE

PERSONNEL

Military leave without pay is granted with full re-instatement privileges at the appropriate step upon return at any time during the school year. Application for military leave shall be made in writing to the Superintendent.

Policy

Adopted: prior to 9/67

Amended: 7/5/05

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

EMPLOYMENT

4800 (a)

PROCEDURES FOR EMPLOYMENT

PERSONNEL, CLASSIFIED

*In order to have a uniform system of employing personnel and effective processing of payroll for these employees, the following procedures should be followed for hiring of all classified personnel.*

- 1. Civil Service applications and District's applications completed by prospective employee with all necessary information such as name, address, telephone number, social security number.*
- 2. Initial Examination Medical Report completed by employee's physician.*
- 3. Proof of certification submitted by prospective employee (where applicable).*
- 4. Fingerprint forms completed by prospective employee.*
- 5. Recommendation of Administrator or Supervisor forwarded to Superintendent's office for approval.*

*The Superintendent will approve the civil service status and forward approval to Personnel for handling and processing of payroll. No time sheets for personnel will be honored unless all steps mentioned above have been completed.*

*Regulation*

*Adopted: 7/7/70*

*Amended: 7/5/05*

# ELMONT UNION FREE SCHOOL DISTRICT

4800 (b)

135 Elmont Road, Elmont, New York 11003

Web Page: [www.elmontschools.org](http://www.elmontschools.org)

Telephone: (516) 326-5500 ext.44

## Application for Non-Instructional Employment

Date \_\_\_\_\_

### POSITION PREFERENCE

☐ Full Time

☐ Part Time

☐ Clerical ☐ Nurse ☐ Teacher Aide ☐ Bus Driver ☐ Bus Attendant

☐ Security Aide ☐ Custodial ☐ Maintenance ☐ Food Service Worker ☐ Other \_\_\_\_\_

### PERSONAL INFORMATION

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_ Social Security No. \_\_\_\_\_

N.Y.S. Employees Retirement System Member ☐ Yes ☐ No If yes # \_\_\_\_\_

Have you ever been convicted of a crime, excluding minor traffic violations? ☐ Yes ☐ No If yes, please explain on a separate sheet, citing date, offense and disposition of case.

Do you have any disability which would prevent you from performing, with or without assistance, those activities involved in the position for which you are applying? ☐ Yes ☐ No

Are you a veteran? ☐ Yes ☐ No If yes, provide dates of service \_\_\_\_\_

Are you a volunteer firefighter? ☐ Yes ☐ No If yes, provide dates of service as a firefighter \_\_\_\_\_

Estimate your total absence from work for the past five years. \_\_\_\_\_

Are you a U. S. Citizen? ☐ Yes ☐ No If no, are you legally eligible to work? ☐ Yes ☐ No

Have you been fingerprinted? ☐ Yes ☐ No If yes, where \_\_\_\_\_ When \_\_\_\_\_

### Educational Preparation

Name & Location of School	Major	Minor	Diploma or Degree
High School			
College			
Business/Trade/Other			
Certificates held			

Awards, Honors, Recognition \_\_\_\_\_

Please provide additional information for the position for which you are applying.

**Teacher Aide**

4800 (c)

Indicate experiences that qualify you for working with children in a supervisory or instructional setting \_\_\_\_\_

Are you interested in substitute work in this area?    ڦ    Yes                      ڦ    No

**Food Service Worker**

Indicate experiences that qualify you for the position you are seeking \_\_\_\_\_

Are you interested in substitute work in this area?    ڦ    Yes                      ڦ    No

**Nurse**

Indicate experiences that qualify you for working with children in a school setting \_\_\_\_\_

Do you possess a license/certificate?    ڦ    Yes                      ڦ    No    # \_\_\_\_\_

Do you have New York State registration?    ڦ    Yes                      ڦ    No    If yes, expiration date \_\_\_\_\_

Are you interested in substitute work in this area?    ڦ    Yes                      ڦ    No

**Clerical**

Your average typing speed \_\_\_\_\_ W.P.M.    Do you know word processing?    ڦ    Yes                      ڦ    No

If yes, program \_\_\_\_\_

Other computer programs with which you have worked extensively: \_\_\_\_\_

Have you taken any Civil Service Examinations for clerical positions:    ڦ    Yes                      ڦ    No

If yes,    When \_\_\_\_\_                      Where \_\_\_\_\_  
                    Title(s) \_\_\_\_\_                      Score(s) \_\_\_\_\_

Are you interested in substitute work in this area?    ڦ    Yes                      ڦ    No

**Custodial**

Have you had experience or training in institutional cleaning?    ڦ    Yes                      ڦ    No    If yes, explain \_\_\_\_\_

Have you ever supervised others in an institutional cleaning operation?    ڦ    Yes                      ڦ    No    If yes, explain \_\_\_\_\_

Have you taken any Civil Service Examinations?                      ڦ    Yes                      ڦ    No

If yes,    When \_\_\_\_\_                      Where \_\_\_\_\_  
                    Title(s) \_\_\_\_\_                      Score(s) \_\_\_\_\_

Are you interested in substitute work in this area?    ڦ    Yes                      ڦ    No

**Maintenance or Security Aide**

Indicate experience or training that qualifies you for the position you are seeking. \_\_\_\_\_

Do you possess a license/certificate?    ڦ    Yes                      ڦ    No    Type: \_\_\_\_\_ # \_\_\_\_\_

## Employment Experience

4800 (d)

List most recent experience first. List all prior employers. Use additional sheet if needed. Do NOT OMIT any employment. Failure to list your complete employment record will disqualify you from employment at the Elmont Union Free School District.

1	Name and Address of Employer	Supervisor's Name and Title	From		To		Reason for Leaving
			Mo.	Yr.	Mo.	Yr.	
		Phone (    )	Salary				
Your job title _____							
Describe the work you did _____							
_____							

2	Name and Address of Employer	Supervisor's Name and Title	From		To		Reason for Leaving
			Mo.	Yr.	Mo.	Yr.	
		Phone (    )	Salary				
Your job title _____							
Describe the work you did _____							
_____							

3	Name and Address of Employer	Supervisor's Name and Title	From		To		Reason for Leaving
			Mo.	Yr.	Mo.	Yr.	
		Phone (    )	Salary				
Your job title _____							
Describe the work you did _____							
_____							

4	Name and Address of Employer	Supervisor's Name and Title	From		To		Reason for Leaving
			Mo.	Yr.	Mo.	Yr.	
		Phone (    )	Salary				
Your job title _____							
Describe the work you did _____							
_____							



Have you ever been released from, or asked to resign from, a position?    ٢    Yes    ٢    No  
 If yes, explain on a separate sheet.

### United States Armed Services Record

Dates From/To	Branch	Highest Rank	Total Months	Did you receive a dishonorable discharge?
				٢    Yes    ٢    No

### Special Skills and Abilities Related to Position

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### APPLICANT'S STATEMENT

Provide a statement which you think might be of value in our considering you for a position.

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My signature below authorizes the Elmont Union Free School District to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include such information as criminal convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitation hereby release the Elmont Union Free School District and the reference source from any liability in connection with its release or use.

Furthermore, I certify that I have made true, correct and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application, and I understand that any omission or false statements made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed with the Elmont Union Free School District.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

The Elmont Union Free School District, Elmont, New York 11003, does not discriminate on the basis of age, religion, creed, ethnic origin, marital status, race, color, sex, veteran status, disability or handicap. This policy of non-discrimination includes the recruitment, hiring and advancement of employees; salaries, pay and other benefits, or educational programs.

### Interview

Date: \_\_\_\_\_ Interviewer: \_\_\_\_\_

Comments and Observations:

Recommendations:

Recommended: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Recommended for: Clerical \_\_\_\_\_ Nurse \_\_\_\_\_ Teacher Aide \_\_\_\_\_ Food Service Worker \_\_\_\_\_ Other \_\_\_\_\_  
 Custodial \_\_\_\_\_ Maintenance \_\_\_\_\_ Security Aide \_\_\_\_\_ Bus Driver \_\_\_\_\_ Bus Attendant \_\_\_\_\_

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X    
Local           

EMPLOYMENT 4810

EXAMINATION OF PERSONNEL FILE PERSONNEL, CLASSIFIED

Upon request by a member of the classified staff, he/she shall have the right to examine in the Personnel Office at reasonable intervals, in the presence of the District Personnel Clerk, his/her files compiled during his/her employment in the Elmont Union Free School District. The employee shall have the right to reproduce any material in his/her file.

To facilitate matters, a member of the classified staff, who desires to examine his/her file compiled during his/her employment in the Elmont Union Free School District, should notify the Personnel Office at least three hours prior to such examination.

Policy  
Adopted: 7/7/70  
Amended: 7/5/05

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X  

Local           

EMPLOYMENT

4811

PERSONNEL FOLDER CONTENTS

PERSONNEL, CLASSIFIED

*A personnel folder for each member of the classified staff will be kept in the Personnel Office. Personnel will be responsible for seeing that the following information is given to the Personnel Clerk for inclusion in the folders:*

- 1. A completed application form*
- 2. Employment Recommendation form*
- 3. Retirement number (or declination) and social security number*
- 4. Federal and State Withholding forms*
- 5. Photostat of military service record (if applicable)*
- 6. Appointment as reported to the Civil Service Commission including title, and salary*
- 7. Fingerprint Clearance*
- 8. Employment Eligibility form*
- 9. Copy of appointment letter stating classification and salary.*

*Whenever employees are asked to sign statements regarding procedures or policy, these documents will be kept in the personnel file.*

*Regulation*

*Adopted: 7/7/70*

*Amended: 7/5/05*

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

Required   X  

Local           

EMPLOYMENT

4812

CHANGE OF ADDRESS OR TELEPHONE NUMBER      PERSONNEL, CLASSIFIED

*All classified personnel are requested to notify the Personnel Office, in writing, upon change of address and/or telephone number.*

*Regulation*

*Adopted: 7/7/70*

*Amended: 7/5/05*

Required \_\_\_\_\_  
Local \_\_\_\_\_

ELMONT UNION FREE SCHOOL DISTRICT  
Elmont, New York

EMPLOYMENT  
PHYSICAL EXAMINATION

4820 (a)  
PERSONNEL, CLASSIFIED

**I. PRE-EMPLOYMENT REQUIREMENTS**

**A. Physical Examination and Tuberculin Test**

All classified personnel must have a pre-employment physical examination, and a Mantoux Test (PPD) or Interferon Gamma Release Assay (IGRA) administered by the employee's personal physician. The type of screening test is at the examining physician's discretion.

Pre-employment physical examinations for custodial and maintenance employees shall also include the required tests to determine fitness to wear a negative pressure respirator. This portion of the examination shall be arranged for by the school district.

**B. Positive Tuberculin Screening**

If the Tuberculin screening is positive the applicant will be required to undergo a chest x-ray. The x-ray must be interpreted by a qualified radiologist or physician qualified to determine the diagnosis of Tuberculosis. The Medical Advisor shall determine if the qualifications of the physician are acceptable.

**II. REQUEST FOR PHYSICAL EXAMINATION AND CHEST X-RAY**

The Superintendent and/or the Medical Advisor may request at any time a complete physical examination by the Medical Advisor or whomever he/she designates. The Superintendent and/or the Medical Advisor may request a chest x-ray of any employee at any time.

**III. PERIODIC REQUIREMENTS**

**A. Negative Pressure Respirator**

Periodic physical examinations of custodial and maintenance employees may be required to determine the continuing fitness to wear a negative pressure respirator. The District will make arrangements for and assume the cost of such tests.

B. Bus Driver Physical Examinations

All bus drivers, currently assigned to bus duty are required to have an annual physical, including health history, from a certified medical examiner, in compliance with federal and state regulations. Results of the medical examination must be submitted to the Elmont School District and reviewed by the Medical Advisor. Employees have the option of going to a qualifying medical examiner of their choice, at their own cost, or the District will be responsible for setting up the physical and shall assume the costs for such tests.

The Medical Advisor may request any additional tests that he/she deems appropriate, (e.g. tuberculin test, chest x-ray, etc.). to certify the driver is fit to drive and is also able to perform non-driving responsibilities as may be required.

C. Existing Staff

For existing staff members, the Medical Advisor may insist on receiving a clearance letter from the staff member's personal physician, at any time, due to medical issues/concerns, (e.g. tuberculin test, chest x-ray, etc.), or outward symptoms, before any individual returns to the classroom or other duties.

- IV. All test results shall be rendered on the Elmont Union Free School District Medical Report Form, which may be forwarded to the Medical Advisor for evaluation and approval.

Replaces Policy #4213.1, 4113.1  
Replaces Regulation #4213.1

Policy

Adopted: 7/7/70

Amended: 10/17/72 5/2/74 12/16/80 8/11/93 1/27/98 12/20/00 (approved at  
Board Meeting 12/19/00) 7/5/05, 7/1/13, 04/05/16

ELMONT UNION FREE SCHOOL DISTRICT  
Elmont, New York

Required\_\_\_\_\_

Local\_\_\_\_\_

EMPLOYMENT

4830 (a)

EVALUATION

PERSONNEL, CLASSIFIED

The Superintendent shall establish and maintain suitable procedures for adequate and periodic appraisal of all classified and non-certified personnel.

Policy

Adopted: 7/7/70

Amended: 7/5/05

## ANNUAL PERFORMANCE RATING FOR CLERICAL EMPLOYEES

4830 (b)

**DUE:** May 31st  
to District Office

School Year\_\_\_\_\_

Employee's Name\_\_\_\_\_

Building\_\_\_\_\_

Job Title\_\_\_\_\_

Date Employed\_\_\_\_\_

12-Month Employee\_\_\_\_\_ 10-Month Employee\_\_\_\_\_

Part-time Employee\_\_\_\_\_

Sick Days Taken\_\_\_\_\_ ( as of May 1) Personal Days Taken\_\_\_\_\_ (as of May 1)

Check the corresponding descriptor to indicate your overall evaluation. Documentation in writing is required for **overall** unsatisfactory or outstanding ratings. All evaluations are to be discussed with employees. Plans for improvement of performance should be stated under **COMMENTS** or attached on separate sheet.

QUALITY OF WORK	Unsatisfactory	Competent	Very Good	Outstanding
Accuracy and/or Completeness				
Dependability				
<b>ATTITUDE TOWARD JOB</b>				
Receptiveness to New Ideas/Assignments/Methods				
Relationship with co-workers, children, parents (when appropriate) and supervisors				

**OVERALL RATING (Check One)**

Unsatisfactory\_\_\_\_\_

Very Good\_\_\_\_\_

Competent\_\_\_\_\_

Outstanding\_\_\_\_\_

**COMMENTS:**

Administrator in Charge\_\_\_\_\_ Date\_\_\_\_\_

\*\*\*\*\*

I have received a copy of this Performance Rating. The contents have been discussed with me. I understand that I have a right to attach a written response to it. I understand that I have the right to appeal an unsatisfactory rating, by June 15, to the Superintendent of Schools.

Employee\_\_\_\_\_

Date\_\_\_\_\_



# ANNUAL PERFORMANCE RATING FOR CUSTODIAL STAFF

4830 (c)

Employee's Name \_\_\_\_\_ Building \_\_\_\_\_ School Year \_\_\_\_\_

Job Title \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Day \_\_\_\_\_ Evening \_\_\_\_\_

Total Days Absent \_\_\_\_\_ Total Times Late \_\_\_\_\_ As of May 1st \_\_\_\_\_

\*\*\*\*\*

QUALITY OF WORK	Unsatisfactory			Satisfactory			Out-standing
	0	1	2	3	4	5	
Dependability							
Accuracy and/or Completeness							
Quantity of Work Produced							
Responsiveness to Supervision							
<b>ATTENDANCE</b>							
Rate for Absence, Lateness: (Exclude excused illness, lateness when rating)							
<b>WORK INTEREST</b>							
Attitude Toward Job							
Receptiveness to New Ideas, Assignments, Methods							
Appearance							
<b>RELATIONSHIPS WITH PEOPLE</b>							
Overall Rating Based on Relationships with co-workers, children, parents, and supervisors							
<b>HEALTH &amp; SAFETY</b>							
Attention to Health Hazards, Safety							

## Part I

### Rating Range:

Unsatisfactory 0 - 29  
Satisfactory 30 - 50  
Outstanding 51 - 60

### Overall Rating

\_\_\_\_\_ Unsatisfactory (Comment required below; attach documentation)  
\_\_\_\_\_ Satisfactory (Overall rating in Quality of Work cannot be <12)  
\_\_\_\_\_ Outstanding

Comments: (Required for overall unsatisfactory rating)

\*\*\*\*\*

This represents the employee's overall evaluation for the year. Documentation has been attached to substantiate overall unsatisfactory ratings.

Administrator in Charge \_\_\_\_\_ Date \_\_\_\_\_

Rating Assistant (Signature & Title) \_\_\_\_\_ Date \_\_\_\_\_

I have received a copy of this Performance Rating. The contents have been discussed with me. I understand that I have a right to attach a written response to it. I understand that I have the right to appeal an unsatisfactory rating which may deny me my salary adjustment for next year, by June 15, to the Superintendent of Schools.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

**Part II - Performance Rating of Supervisory Personnel**  
**(For: Head Custodians, Maintenance Supervisors, Bus Dispatcher)**

4830 (d)

In addition to Part I, Part II of this form will be completed for civil service personnel listed above. Part II will be completed by the district supervisor in charge. Comments may be added below.

	Unsatisfactory			Satisfactory			Out-standing
	0	1	2	3	4	5	6
Provides Work Schedules and Direction							
Achieves Work Goals							
Cleanliness Standards							
Minor Repairs Are Completed							
Maintains Staff Productivity							
Submits Reports In Timely Fashion							
Cooperates With District Supervisor							
Implements District Energy Policy							
Plans, Maintains Safe Work Environment							

Rating Range:

Unsatisfactory                      0 - 26  
Satisfactory                         27 - 45  
Outstanding 46 and above

Overall Rating:        \_\_\_\_\_Unsatisfactory        \_\_\_\_\_Satisfactory        \_\_\_\_\_Outstanding

Comments:

\_\_\_\_\_  
District Supervisor

\_\_\_\_\_  
Date

\*\*\*\*\*

I have received a copy of this performance rating. The contents have been discussed with me. I understand that I have a right to attach a written response to it. I understand that I have the right to appeal an unsatisfactory rating which may deny me my salary adjustment for next year, by June 15, to the Superintendent of Schools.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## ANNUAL PERFORMANCE RATING FOR TEACHER AIDES

4830 (e)

**DUE:** May 31st  
to District Office

School Year\_\_\_\_\_

Employee's Name\_\_\_\_\_

Building\_\_\_\_\_

Job Title\_\_\_\_\_

Date Employed\_\_\_\_\_

Sick Days Taken\_\_\_\_\_ (as of May 1) Personal Days Taken\_\_\_\_\_ (as of May 1) Days Late\_\_\_\_\_ (as of May 1) to be filled in at  
building level

Check the corresponding descriptor to indicate your overall evaluation. Documentation in writing is required for **overall** unsatisfactory or outstanding ratings. All evaluations are to be discussed with employees. Plans for improvement of performance should be stated under **COMMENTS** or attached on separate sheet.

QUALITY OF WORK	Unsatisfactory	Satisfactory	Very Good	Outstanding
Accuracy and/or Completeness				
Attention to Health Hazards & Safety				
<b>ATTITUDE TOWARD JOB</b>				
Receptiveness to New Ideas/Assignments/Methods				
Relationship with co-workers, children, parents (when appropriate) and supervisors				
<b>DEPENDABILITY</b>				
Attendance				
Follow up with open issues				

**OVERALL RATING (Check One)**

Unsatisfactory \_\_\_\_\_  
Satisfactory \_\_\_\_\_

Very Good \_\_\_\_\_  
Outstanding \_\_\_\_\_

**COMMENTS:**

Administrator in Charge\_\_\_\_\_

Date\_\_\_\_\_

\*\*\*\*\*

I have received a copy of this Performance Rating. The contents have been discussed with me. I understand that I have a right to attach a written response to it. I understand that I have the right to appeal an unsatisfactory rating, by June 15, to the Superintendent of Schools.

Employee\_\_\_\_\_

Date\_\_\_\_\_

**USE THIS SECTION WHEN OTHER PERSONNEL HAVE HAD INPUT IN THE EVALUATION**

Personnel consulted for this annual assessment. Each person below works with the employee assessed in a direct supervisory capacity.

**Name of Personnel****Consulted** \_\_\_\_\_**Date(s) of Consultation** \_\_\_\_\_**Comment:**\_\_\_\_\_  
**Signature of Personnel Consulted****Name of Personnel****Consulted** \_\_\_\_\_**Date(s) of Consultation** \_\_\_\_\_**Comment:**\_\_\_\_\_  
**Signature of Personnel Consulted****Name of Personnel****Consulted** \_\_\_\_\_**Date(s) of Consultation** \_\_\_\_\_**Comment:**\_\_\_\_\_  
**Signature of Personnel Consulted**

**ELMONT UNION FREE SCHOOL DISTRICT  
COOK /ASSISTANT COOK EVALUATION FORM**

4830 (g)

Name: \_\_\_\_\_

School: \_\_\_\_\_

School Year: \_\_\_\_\_

Excellent: Functions at the highest standard of performance.  
Very Good: Functions at high standard of performance.  
Good: Functions at an above average standard of performance.  
Satisfactory: Meets minimum standards – Improvement needed.  
Unsatisfactory: Performs below minimum standards.

As of May 1<sup>st</sup>: Sick Days Taken \_\_\_\_\_ Personal Days Taken \_\_\_\_\_

Check the corresponding descriptor to indicate your overall evaluation. Documentation in writing is required for overall unsatisfactory or outstanding ratings. All evaluations are to be discussed with employees. Plans for improvement of performance should be stated under **COMMENTS** or attached on separate sheet.

<u>QUALITY OF WORK AND ATTITUDE</u>	Excellent	Very Good	Good	Satisfactory	Unsatisfactory
1) Work performed meets standards of job					
2) Completes work in allotted time					
3) Knows the work and organizes it					
4) Uses good judgment					
5) Learns and applies new ideas, procedures, & techniques					
6) Shows interest in work performed					
7) Abides by rules and regulations					
8) Accepts job responsibilities					
9) Displays initiative					
10) Continues work in absence of direct supervision					
11) Complies with instructions, oral & written					
12) Free from excessive absences					
13) Punctual					
14) Works harmoniously with others					
15) Accepts constructive criticism					
<u>FOOD SANITATION AND SAFETY</u>					
16) Always uses gloves when handling ready prepared food					
17) Avoids cross contamination					
18) Always keeps food in proper temperature zone					
19) Always dresses appropriately					
<u>SUPERVISORY SKILLS</u>					
<u>20) Trains subs when necessary</u>					
<u>21) Guides group to maximum effectiveness</u>					
<u>22) Careful to limit waste</u>					
<u>23) Uses commodities to maximum efficiency</u>					
<u>24) Prepares food that is both attractive and tasty</u>					

Comments: \_\_\_\_\_

My signature below indicates that the conference was held and that I have reviewed the report. My signature does not necessarily mean that I agree with the report in part or in total.

Employee's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Cook's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ELMONT UNION FREE SCHOOL DISTRICT  
FOOD SERVICE HELPER EVALUATION FORM**

4830 (h)

Name: \_\_\_\_\_

School: \_\_\_\_\_

School Year: \_\_\_\_\_

Excellent: Functions at the highest standard of performance.

Very Good: Functions at high standard of performance.

Good: Functions at an above average standard of performance.

Satisfactory: Meets minimum standards – Improvement needed.

Unsatisfactory: Performs below minimum standards.

As of May 1<sup>st</sup>: Sick Days Taken \_\_\_\_\_ Personal Days Taken \_\_\_\_\_

Check the corresponding descriptor to indicate your overall evaluation. Documentation in writing is required for overall unsatisfactory or outstanding ratings. All evaluations are to be discussed with employees. Plans for improvement of performance should be stated under **COMMENTS** or attached on separate sheet.

<b>QUALITY OF WORK AND ATTITUDE</b>	Excellent	Very Good	Good	Satisfactory	Unsatisfactory
1) Work performed meets standards of job					
2) Completes work in allotted time					
3) Knows the work and organizes it					
4) Uses good judgment					
5) Learns and applies new ideas, procedures, & techniques					
6) Shows interest in work performed					
7) Abides by rules and regulations					
8) Accepts job responsibilities					
9) Displays initiative					
10) Continues work in absence of direct supervision					
11) Complies with instructions, oral & written					
12) Free from excessive absences					
13) Punctual					
14) Works harmoniously with others					
15) Accepts constructive criticism					
<b>FOOD SANITATION AND SAFETY</b>					
16) Always uses gloves when handling ready prepared food					
17) Avoids cross contamination					
18) Always keeps food in proper temperature zone					
19) Always dresses appropriately					

Comments: \_\_\_\_\_

My signature below indicates that the conference was held and that I have reviewed the report. My signature does not necessarily mean that I agree with the report in part or in total.

Employee's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Cook's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 4830 (i)

## ANNUAL PERFORMANCE RATING FOR AUTOMOTIVE SERVICE EMPLOYEES

Full Time \_\_\_\_ Part Time \_\_\_\_ As of May 1<sup>st</sup>: Total Days Absent \_\_\_\_ Total Times Late \_\_\_\_ Date Employed:\_\_\_\_\_

<u>Quality of Work/General Duties</u>	Unsatisfactory			Satisfactory			Out-standing
	0	1	2	3	4	5	
Prepares vehicles for D.O.T.							
Maintains vehicles							
Performs work/repairs in reasonable time							
Operates tools properly and safely							
Cleans District's tools and maintains shop properly							
Completes paperwork accurately							
Follows District policies							
Is willing to accept new responsibilities							
Keeps current with D.O.T. laws and regulations							
<b>Work Habits/Relationships with People</b>							
Absence							
Lateness							
Relationships with co-workers							
Responsiveness to requests by dispatcher							

Comments: (Documentation required for all unsatisfactory ratings.)

This rating represents the above mentioned employee's overall evaluation for the year. Documentation has been attached.

Administrator in Charge \_\_\_\_\_ Date: \_\_\_\_\_  
Rating Assistant \_\_\_\_\_ Date: \_\_\_\_\_

I have received a copy of this Performance Rating. The contents have been discussed and reviewed with me. I understand that I may attach a written response to this document. \*In order to receive the salary incentive, a rating of outstanding will be required, with a minimum of satisfactory in any given category.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

ELMONT UNION FREE SCHOOL DISTRICT  
 Elmont, New York  
ANNUAL PERFORMANCE RATING FOR ASSISTANT BUS DISPATCHER

4830 (j)

Employee's Name \_\_\_\_\_

School Year \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ As of May 1<sup>st</sup>: Total Days Absent \_\_\_\_\_ Total Times Late \_\_\_\_\_ Date Employed: \_\_\_\_\_

<u>Quality of Work/General Duties</u>	<u>Unsatisfactory</u>			<u>Satisfactory</u>			<u>Out-standing</u>
	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
Assists in dispatching buses.							
Maintains transportation records relative to drivers time, mileage, gasoline usage, repairs, etc.							
Maintains 19A files.							
Supervises loading and unloading of children from buses.							
Checks buses at the end of daily runs.							
May operate a bus as required							
Supervises the cleaning of buses.							
Assists in the proper maintenance of school buses.							
<b><u>Work Habits/Relationships with People</u></b>							
Absence							
Lateness							
Relationships with drivers/attendants							
Responsiveness to requests by dispatcher							

Rating Range

Unsatisfactory 0 - 24

Satisfactory 36 - 60

Outstanding\* 66 - 72

Overall Rating

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Numerical Rating

Comments: (Documentation required for all unsatisfactory ratings.)

\_\_\_\_\_  
 \_\_\_\_\_

.....  
 This rating represents the above mentioned employee's overall evaluation for the year. Documentation has been attached.

Administrator in Charge \_\_\_\_\_ Date: \_\_\_\_\_

Rating Assistant \_\_\_\_\_ Date: \_\_\_\_\_

I have received a copy of this Performance Rating. The contents have been discussed and reviewed with me. I understand that I may attach a written response to this document. \*In order to receive the salary incentive, a rating of outstanding will be required, with a minimum of satisfactory in any given category.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_



ELMONT UNION FREE SCHOOL DISTRICT  
Elmont, New York  
ANNUAL PERFORMANCE RATING FOR BUS DRIVERS

4830 (k)

Employee's Name \_\_\_\_\_ School Year \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ As of May 1<sup>st</sup>: Total Days Absent \_\_\_\_\_ Total Times Late \_\_\_\_\_ Date Employed: \_\_\_\_\_

<u>Quality of Work/General Duties</u>	<b>Unsatisfactory</b>			<b>Satisfactory</b>			<b>Out-standing</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Drives defensively							
Obeys Traffic Laws/DOT Regulations							
Completes runs as scheduled							
Keeps vehicle clean							
Follows District policies							
Wears full uniform neatly and correctly							
Completes paperwork accurately							
Performs proper pre & post trip							
Maintains bus discipline/Follows up on all discipline problems							
Attention to health hazards and safety							
<b>Work Habits/Relationships with People</b>							
Absence							
Lateness							
Relationships with co-workers							
Relationships with children and parents							
Responsiveness to requests by dispatcher							

Rating Range

Unsatisfactory 0 - 24  
 Satisfactory 36 - 60  
 Outstanding\* 66 - 72

Overall Rating

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Numerical Rating

Comments: (Documentation required for all unsatisfactory ratings.)

\_\_\_\_\_  
 \_\_\_\_\_

.....

This rating represents the above mentioned employee's overall evaluation for the year. Documentation has been attached.

Administrator in Charge \_\_\_\_\_ Date: \_\_\_\_\_  
 Rating Assistant \_\_\_\_\_ Date: \_\_\_\_\_

I have received a copy of this Performance Rating. The contents have been discussed and reviewed with me. I understand that I may attach a written response to this document. \*In order to receive the salary incentive, a rating of outstanding will be required, with a minimum of satisfactory in any given category.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

## ELMONT UNION FREE SCHOOL DISTRICT

4830 (1)

Elmont, New York

ANNUAL PERFORMANCE RATING FOR BUS ATTENDANTS

Employee's Name \_\_\_\_\_

School Year \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ As of May 1<sup>st</sup>: Total Days Absent \_\_\_\_\_ Total Times Late \_\_\_\_\_ Date Employed: \_\_\_\_\_

<u>Quality of Work/General Duties</u>	<b>Unsatisfactory</b>			<b>Satisfactory</b>			<b>Out-standing</b>
	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Dependability							
Closely supervises the safety of children							
Performance in new situations							
Knows and cares for children serviced							
Follows District policies							
Dresses appropriately/Personal appearance							
Helps to keep the bus clean and orderly							
Knows route							
Willingness to accept new assignments							
Follows procedures and new methods							
<b>Work Habits/Relationships with People</b>							
Absence							
Lateness							
Relationships with co-workers							
Relationships with children and parents							
Responsiveness to requests by dispatcher							

Rating Range

Unsatisfactory 0 - 24

Satisfactory 36 - 60

Outstanding\* 66 - 72

Overall Rating

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Numerical Rating

Comments: (Documentation required for all unsatisfactory ratings.)

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.....

This rating represents the above mentioned employee's overall evaluation for the year. Documentation has been attached.

Administrator in Charge \_\_\_\_\_ Date: \_\_\_\_\_

Rating Assistant \_\_\_\_\_ Date: \_\_\_\_\_

I have received a copy of this Performance Rating. The contents have been discussed and reviewed with me. I understand that I may attach a written response to this document. \*In order to receive the salary incentive, a rating of outstanding will be required, with a minimum of satisfactory in any given category.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

ELMONT UNION FREE SCHOOL DISTRICT  
Elmont, New York

Required \_\_\_\_\_  
Local \_\_\_\_\_

COMPENSATION AND RELATED BENEFITS

4840

PLACEMENT ON SALARY SCHEDULE

PERSONNEL, CLASSIFIED

I. Initial Placement

Classified staff members shall be placed on the initial salary in the appropriate class. However, the Superintendent of Schools may recommend the appointment of a classified staff member, new or previously employed in the district, at an appropriate salary by reason of prior experience, if the circumstances are such that the person's appointment is highly desirable or necessary. Under no circumstances is credit given in excess of the years of experience.

II. Progression

Salary adjustment will be on July 1<sup>st</sup> of each year. An employee must have over one-half of employment year in the Elmont Union Free School District, to be eligible for salary advancement.

Legal Reference:

Policy

Adopted: 12/9/70

Amended: 7/1/72 5/15/79 7/5/05

ELMONT UNION FREE SCHOOL DISTRICT  
Elmont, New York

Required \_\_\_\_\_  
Local \_\_\_\_\_

ABSENCES AND LEAVES

4850

PHYSICIAN'S NOTE-  
CAFETERIA EMPLOYEE ABSENCE

PERSONNEL, CLASSIFIED

Cafeteria employees must submit a doctor's note if absent 3 days or more. The School Lunch Manager will consult with the Supervising School Nurse and/or Medical Advisor if absence was of a gastro-intestinal nature.

Policy

Adopted: 7/7/70

Amended: 7/1/71 7/5/05

ELMONT UNION FREE SCHOOL DISTRICT  
Elmont, New York

VACATIONS, CALENDAR AND HOURS

4862

LATE ARRIVAL AND EARLY DEPARTURE

PERSONNEL, CLASSIFIED

*All requests concerning the late morning arrival and early afternoon departure of classified personnel shall be directed to the Superintendent or his/her designees for review and approval. In case of emergency the immediate administrative supervisor will act accordingly and then notify the Superintendent of his/her action.*

*Regulation*

*Adopted: 11/22/71*

*Amended: 7/5/05*

ELMONT UNION FREE SCHOOL DISTRICT  
Elmont, New York

Required \_\_\_\_\_  
Local \_\_\_\_\_

PART-TIME EMPLOYEES

4863

LUNCH PERIOD

PERSONNEL, CLASSIFIED

All substitute cleaners working for five (5) consecutive hours or more must take a lunch period of at least one half ( $\frac{1}{2}$ ) hour duration. They shall have the option of taking a one (1) hour lunch period in the school or outside the school. The hour or half hour will be without pay.

A substitute cleaner, alone in the building for five (5) consecutive hours or more, will take a one-half ( $\frac{1}{2}$ ) hour lunch period, but must remain in the building. The substitute cleaner will be paid for this half hour lunch period.

Policy

Adopted: 12/21/76

Amended: 7/5/05

ELMONT UNION FREE SCHOOL DISTRICT  
Elmont, New York

EMPLOYMENT

4865

ALCOHOL AND DRUG TESTING  
FOR BUS DRIVERS

PERSONNEL, CLASSIFIED

*Procedures followed for random drug testing of bus drivers:*

- A.
- 1. The testing lab notifies employees concerning Drivers Roster by phone and by fax.*
  - 2. The Transportation Department verifies any changes to update their list.*
  - 3. Once this is verified, the lab calls back with the names of the drivers picked randomly and the date for testing*
  - 4. The names of the drivers are not posted until the morning of the testing to ensure confidentiality.*
  - 5. Drivers selected are required to be tested upon returning from their morning runs.*
  - 6. All paperwork is given to the dispatcher and placed in their files.*
  - 7. When all testing is complete at the site, results are faxed “confidentially” and are placed in drivers’ files.*
- B.
- Newly hired employees are personally taken to the lab along with the proper paperwork. Transportation personnel stays with them until the test is complete. Results, which are also kept confidential, are communicated to the transportation supervisor.*

*Regulation*

*Adopted: 7/5/05*

*Amended:*

ELMONT UNION FREE SCHOOL DISTRICT  
Elmont, New York

Required\_\_\_\_\_

Local\_\_\_\_\_

EMPLOYMENT

4866

MOVING TRAFFIC VIOLATIONS  
BUS DRIVERS

PERSONNEL, CLASSIFIED

In conjunction with the requirements of Article 19A, Section 509 of the Vehicle and Traffic Laws of New York State, bus drivers must notify the district Bus Dispatcher, in writing, within five (5) calendar days, of either of the following:

1. Receipt of a traffic summons for a moving violation.
2. Conviction of a traffic violation resulting in points recorded on Part 3 of the driver's license.

Notification to the district is required regardless of the type of vehicle being driven or for what purpose. Notification must include the specific traffic violation charged.

Policy

Adopted: 8/11/93 (approved at Board Meeting 8/10/93)

Amended: 7/5/05



ELMONT UNION FREE SCHOOL DISTRICT  
Elmont, New York

Required \_\_\_\_\_  
Local \_\_\_\_\_

EMPLOYMENT

4900

VOLUNTEERS

PERSONNEL, VOLUNTEERS

The Board of Education endorses the use of carefully selected volunteers in schools to perform specified tasks.

All such volunteers are to be officially appointed by the Board of Education before commencement of service.

In emergencies between Board meetings, the Superintendent is authorized to permit use of volunteers provided that:

1. The appointment is requested in writing.
2. The appointment is submitted for confirmation at the next meeting of the Board of Education.

Volunteers may be involved in many facets of school operations, from mentor/tutor relationships to clerical tasks. Volunteers shall not be used to provide transportation for school-sponsored activities.

No volunteer shall be permitted to have unsupervised direct contact with students.

School personnel who are responsible for tasks or projects that involve the use of volunteers shall identify appropriate tasks and time schedules for such volunteer activities, as well as make provisions for adequate supervision and evaluation.

Policy

Adopted: 12/18/85 (approved at Board Meeting 12/17/85)

Amended: 7/5/05

ELMONT UNION FREE SCHOOL DISTRICT  
Elmont, New York

EMPLOYMENT

4900 (a)

VOLUNTEERS

PERSONNEL, VOLUNTEERS

*Volunteers are defined as residents who desire to serve the district at no salary, at assigned tasks on a regular basis throughout the school year.*

*A. Persons wishing to volunteer must contact the Superintendent or building principal or other individual designated by the Superintendent or building principal and must complete a volunteer application form. The application form shall require the volunteer applicant to disclose any criminal convictions. The application form shall also require the applicant to identify three non-family member personal references. The building principal shall be responsible for ensuring that both references are contacted before the volunteer begins rendering volunteer services to verify that the individual is of good moral character.*

*1. The building principal may request appointment of specific volunteers by submitting to the Personnel Office the names of volunteers, their addresses, the tasks assigned each volunteer, hours of their work and results of a Mantoux test.*

*a. The principal will contact the candidate to arrange for a Mantoux test.*

*b. A chest x-ray will be required if the Mantoux test result is positive.*

*2. The Personnel Office will verify all data on the required district form before submission to the Board of Education for final approval.*

*3. After Board approval, the Personnel Office will forward a copy of the lists to the building principal.*

ELMONT UNION FREE SCHOOL DISTRICT  
Elmont, New York

VOLUNTEERS - continued

4900 (b)

- B. The district shall retain a complete record of all information obtained through the application process for the same period of time it retains information regarding district employees.*

*All volunteers are required to act in accordance with district policies, regulations and school rules. Any staff member who supervises volunteers may ask any volunteer who violates district policies, regulations or school rules to leave school grounds.*

*Each building principal shall be responsible for maintaining a current and complete list of all active volunteers and their assignments.*

- 1. Appointments of all volunteers are annual appointments, expiring on July 1.*
- 2. Reappointments require only a letter from the building principal to the Personnel Office specifying the name of the volunteer and the tasks to which he/she will be assigned. A negative Mantoux test will be required every three years.*

*Regulation*

*Adopted: 12/18/85*

*Amended: 1/19/94 (approved at Board Meeting 1/18/94) 7/5/05*

**ELMONT UNION FREE SCHOOL DISTRICT**  
**Elmont, New York**

**APPLICATION FOR VOLUNTEERS**

**NAME**\_\_\_\_\_

**ADDRESS**\_\_\_\_\_

**TELEPHONE**\_\_\_\_\_

**SCHOOL**\_\_\_\_\_

**AREA OF INTEREST**\_\_\_\_\_

**DAYS AVAILABLE**\_\_\_\_\_

**TIME AVAILABLE**\_\_\_\_\_

\_\_\_\_\_ **Initial Application**      \_\_\_\_\_ **Renewal Application**

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**BUILDING ACTION**

**Date Mantoux Test Given**\_\_\_\_\_ **Results of Mantoux Test**    \_\_\_**Positive**    \_\_\_**Negative** \_\_\_\_\_

**Nurse's Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

**Recommended Assignment**\_\_\_\_\_

**Interviewed By**\_\_\_\_\_ **Date**\_\_\_\_\_

**Recommended**\_\_\_\_\_ **Not Recommended**\_\_\_\_\_

**Principal's Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

**DISTRICT OFFICE ACTION**

\_\_\_\_\_ **APPROVED**                      \_\_\_\_\_ **DISAPPROVED**

**Administrator's Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

**BOARD ACTION**

\_\_\_\_\_ **APPROVED**                      \_\_\_\_\_ **DISAPPROVED**

**District Clerk's Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

**(See Over)**

**APPLICANT INFORMATION** - To be completed by interviewer

Number of Years Residing in Elmont \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ Yes \_\_\_\_\_ No

Children Attending Elmont Schools \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you participate in School Activities \_\_\_\_\_ Yes \_\_\_\_\_ No

PTA \_\_\_\_\_ Class Mother \_\_\_\_\_ Other \_\_\_\_\_

Do you participate in Community Activities \_\_\_\_\_ Yes \_\_\_\_\_ No

Presently Employed \_\_\_\_\_ Yes \_\_\_\_\_ No

Place of Business \_\_\_\_\_

Number of Years \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

List three (3) non-family references:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_

ELMONT UNION FREE SCHOOL DISTRICT  
Elmont, New York

Required \_\_\_\_\_  
Local \_\_\_\_\_

EMPLOYMENT

4910

TUBERCULIN TESTING

PERSONNEL, VOLUNTEERS

All volunteers working within our schools must submit results of a Mantoux Test administered by their personal physician that may be administered and read by the School Nurse under the supervision of the Medical Advisor or his designee. All volunteers for whom a positive test is read will be referred by the Medical Advisor or his designee for an x-ray. Volunteers who have a positive Mantoux Test should not repeat the test, but should produce medical evidence of a negative chest x-ray or follow Board of Health screening program until a non-contagious report is rendered.

Be it further resolved that all volunteers who continue to maintain a positive chest x-ray would be restricted from service in the building until appropriate medical measures are instituted and they are free from contagion. Where this is necessary, appropriate follow-up will be made on all individuals having had contact with the separated volunteer.

Volunteers with primary tuberculosis, positive tuberculin test, need not be isolated, may attend school and return to regular activities as soon as:

1. A Chest x-ray has been and reported to the district as negative.
2. The person is not "sick", e.g., coughing, fever, and malaise.
3. Effective chemotherapy has been instituted.
4. There is an acceptable plan for continuing therapy during the prescribed course. The district should require documentation from the treating physician.
5. Relatives attending school should have the Mantoux Test.

These procedures should be repeated every three years.

Policy

Adopted: 7/7/70

Amended: 5/20/75 12/16/80 8/11/93 12/20/00 (approved at Board Meeting  
12/19/00) 7/5/05

ELMONT UNION FREE SCHOOL DISTRICT  
Elmont, New York

Required \_\_\_\_\_  
Local \_\_\_\_\_

COMPENSATION AND RELATED BENEFITS

4920

ACCIDENT INSURANCE COVERAGE FOR  
SCHOOL VOLUNTEERS

PERSONNEL, CLASSIFIED

Limited accident insurance coverage for volunteers who perform gratuitous services for the district is provided by the Elmont Union Free School District insurance carrier. Coverage is limited to “on premises only” including group travel and does not apply to travel to or from school.

Policy  
Adopted: 10/15/71  
Amended: 7/5/05