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CERTIFICATED AND OTHER PROFESSIONAL PERSONNEL

510 Certificated personnel department

The Superintendent is designated by the Board of Education, the responsibility for the recruitment, employment, assignment and termination of all certificated personnel, and the management of the required record-keeping to perform the personnel function.

All certificated employees appointed by the Board of Education (with the exception of his or her own replacement) will be with the recommendation of the Superintendent. Selection of candidates for recommendation to the Board of Education shall be on the basis of their meeting all requirements established by law and the Board of Education. They shall be those who best meet the general qualifications established by the Board for the educational welfare of the children of the community.

The Superintendent shall be expected to recommend only the best qualified candidates from as large as possible a list of eligible persons. The Superintendent shall involve in the selection process those administrators and teachers who will be working most closely with the new appointee. Whenever possible, in some case, staff members should travel widely to interview prospects. The Superintendent will make the final selections for recommendations to the Board of Education in cooperation with the recommendation of the administration.

511 Staffing the schools

The Superintendent shall recommend to the Board of Education the number and type of positions required to provide adequate personnel for the operation of the educational program of the community.

520 General matters applicable to all certificated personnel

521 Personnel policy

The personnel policy of the district is intended to encompass the procurement of a staff competently trained, physically and mentally healthy, unified in purpose and organization, and devoted to the cause of public education and the broader cultural and political purposes of the government. The purpose of the

policy is to regulate all the activities essential in applying State Law and regulations, and the provisions of the agreement between the Board of Education, the Superintendent, and the recognized certificated employee organization bearing upon the eligibility, selection, assignment, rating, efficiency in service, promotion, transfer, tenure, resignation, dismissal and retirement of all certificated employees of the District.

The policy is specifically directed toward the creation of the best possible educational climate in each of the schools, and to this purpose insofar as the certificated staff is concerned, it shall be the policy of the District to maintain, for each school and for the district as a whole, a staff that is diversified as to training, experience, and educational viewpoint. This policy shall be applied, not to exclude but rather to safeguard the provisions of career possibility through promotions from within the system.

522 Personnel records

The Superintendent shall be responsible for seeing that a personnel file is kept on each certificated employee.

All personnel information concerning District employees is confidential and may be reviewed on a need-to-know basis only under conditions which guarantee protection to the management of the District of the right to access information necessary upon which to make judgments required, and protection of the employees of the District against unnecessary invasion of privacy.

Each certificated employee shall be responsible to see that there is filed with the District upon his or her employment, the complete transcript of his or her education, and records of all prior teaching experience. In addition, if the teacher has rendered military service, the proof of discharge from such service must be provided. It is the obligation of the certificated employee to see that information which will maintain his or her personnel file on a complete, up-to-date basis is provided to the personnel office. The records shall contain the following information:

- a. Current, correct name, address and telephone number.
- b. Current data on education completed, including transcripts of all academic work.
- c. An accurate record of work experience.

- d. Proof of fulfillment of requirements for change of salary classification.
- e. Current data on certificates required by the State of New York.
- f. All data requested concerning health or medical examination.
- g. Record of assignments.
- h. Evaluation of performance.

All the contents of the personnel records file, with the exception of evaluations, comments or recommendations provided to the District on a confidential basis by universities, colleges, or persons not connected with the District, shall be available for inspection by the employee concerned in accordance with the Agreement between the Superintendent, Board of Education and the recognized employees' organization.

523 Advancement

Every effort will be made to obtain the best qualified personnel. Other factors being equal, or nearly equal, experience in the School District will constitute an advantage to applicants for administrative positions.

The Agreement between the Superintendent, the Board of Education and the recognized certificated employees' organization shall govern notification of vacancies, application procedure, basis of selection, discussion of basis of non-selection, and appointment, for summer and evening school programs.

524 Staff development programs

The policies of the Board of Education are designed to stimulate and encourage professional growth of the teacher, and are based on the concept that the teacher develops through continued study, travel, participation in professional and community life, and through wholesome human relationships.

524.1 Teacher responsibility

Teachers shall be responsible for maintaining valid State certificates required for their employment in the District.

Teachers are expected to study new teaching methods and to be familiar with teaching aids appropriate to their subject matter.

The Board of Education, in order to facilitate the professional growth of the staff, will provide financial support through the employment of substitutes for visiting and conference days, the purchase of new equipment and other aids, and the sponsoring of in-service workshops.

524.2 In-service training programs

Maximum possible attention shall be given to in-service and pre-service development programs. The Superintendent is directed to adopt regulations which will provide for the selection of subjects pertinent to the curriculum in the schools and to build from these subjects courses for in-service or staff development which will help teachers in new methods acceptable to the schools, or to help them to improve techniques already in use.

The Superintendent's regulations shall provide for the following considerations:

- a. The instructors shall be the best people the district can secure within financial limitations.
- b. The courses shall, in general, be participating workshop-type courses; but lecture-type courses may be used where they are of special value.
- c. The courses are not intended to substitute for courses better presented at universities, where special staff is available, or where elaborate equipment is available, or where credits for advanced degrees can be obtained, if such courses are readily obtainable to employees of the district.
- d. Priority shall be given courses in subjects for which there are fewer teachers in the District, or in which classroom teachers are in short supply.

The Agreement between the Superintendent, the Board of Education, and the recognized certificated employees' organization has additional policies in the in-service or staff development area.

524.3 Attendance at conferences, seminars and workshops

The Agreement between the Superintendent, the Board of Education and the recognized certificated employees' organization shall govern the area of attendance at conferences, seminars and workshops.

525 Conflict of Interest

The Board of Education is committed to avoiding any situation in which a potential conflict of interest of any officer or employee may call into question the integrity of the management or operation of the School District. Therefore:

No officer or employee of the district shall hire, supervise, evaluate, promote, review or discipline any other employee who is a relative, spouse, significant other or a member of the same immediate family or household. If a change in circumstance results in a potential violation of this policy, the affected party(ies) must notify the Superintendent or designee who will review the circumstances. Appropriate measures will be taken as deemed necessary in the best interests of the District, in accordance with the applicable provisions of any collective bargaining agreement.

Ref: Education Law §§ 410, 3016
General Municipal Law Art. 18, §§ 801-813
Labor Law §201-d
Dykeman v. Symonds, 54 AD2d 159 (4th Dep't 1976)

(Adopted: 06/10/08)

526 Resignations

Any certificated employee who intends to resign shall notify the Superintendent, in writing at least thirty days prior to the effective date. A copy of such notification shall be given to the school principal by the employee resigning.

The notice shall indicate the reasons for the resignation, and shall be submitted as soon as the employee decides to resign. Resignations shall become effective, insofar as possible, at the end of the school year or semester. The Board of Education reserves the right to set the effective date of the resignation during

the school year; which date shall be not later than the date requested. Thirty (30) days' written notice is required for the Board to accept a resignation before the expiration of the term of employment.

All certificated employees leaving the District are entitled to request letters of recommendation from each of the groups which have evaluated them.

526.1 Reinstatement after resignation

A resignation, accepted, shall be considered as a break in service. Reinstatement shall be under the same conditions as other entering employees.

527 Code of Ethics

Refer to Policy 157.

530 Teachers

531 Policy statement

The Board of Education recognizes that education is a process requiring defined objectives, periodic goals, the best possible learning conditions for students, the best possible teacher materials and lesson plans, the best possible teacher-pupil relationship, and the best possible teachers. The teacher is a very important segment. It shall be the policy of the Board of Education to not allow any one segment of the above-stated essential ingredients or segments of a good educational program, to suffer by undue commitment of available resources to any other segments.

532 Employment procedures

The objective of the employment procedure is to assure the efficient facilitation of the selection process. Procedures and forms shall be kept to the minimum essential to secure adequate information.

The Agreement between the Superintendent, the Board of Education and the recognized certificated employees' organization shall govern the publication of vacancies and procedures for assignment and transfers.

532.1 Qualifications

532.11 Certification requirements

Every professional or certificated employee hired to teach or to work in a professional capacity in the schools of the District shall hold a valid certificate issued by the Commissioner of Education of the State of New York, authorizing the services for which the individual has been employed.

It shall be the duty of the Superintendent to ensure that all personnel recommended to the Board of Education for employment meet all the certification qualifications established by law and the Commissioner of Education of the State of New York.

532.12 Requirements regarding education and experience

All certificated employees shall provide a complete transcript of all college credits, and shall submit a complete list of educational experience.

All teachers shall have a Bachelor's Degree from the accredited college or university, and shall meet the requirements in education required for certification by New York State.

The Agreement between the Superintendent, the Board of Education, and the recognized certificated employees' organization shall govern credit given for outside experience.

532.13 Physical examination

Each certificated employee shall furnish the Personnel Office with a health and tuberculosis clearance (x-ray or test) certificate for the first contract year, prior to the start of school, but in no instance later than the start of the second month of school.

The Board of Education may require an employee to have a medical examination whenever, in the judgment of said Board,

such employee shows evidence of deviation from normal physical or mental health.

532.14 Drug-free workplace

- a. The School District operates a drug-free workplace as defined in the Drug-Free Workplace Act of 1988.
- b. The following statement will be supplied to all employees performing services in connection with any federal grant.

No employee may unlawfully manufacture, distribute, dispense, possess, or use, on or in the workplace as defined below, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as that term is defined in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and in 21 C.P.C. 1300.11 through 1300.15.

The term "workplace", as used herein, means the site for performance of work done in connection with a federal grant, including school buildings, or other school premises, school-owned vehicles or school-approved vehicles used to transport students in connection with school or school activities, and non-school-owned property at which any school-sponsored or school-approved activity in which students are under the jurisdiction of the School District is conducted.

It is a condition of continuing employment for each employee engaged in the performing of any federal grant that such employee abide by the terms of the above-stated policy; and, it is a further condition of continuing employment for such employee that the employee notify his or her supervisor within five (5) days of the employee's conviction, under any criminal drug statute, of a violation occurring in the workplace.

Any employee who violates the terms of the above-stated policy shall be subject to appropriate personnel action up to and including termination in accordance with the contract language and appropriate State Law.

532.15 Smoking

Due to the health hazards associated with smoking, and in accordance with federal and state law, the Board of Education prohibits smoking in all areas of the school district property.

No person shall use tobacco products of any kind on school grounds, in school buildings, or in school owned or leased vehicles used to transport children or school personnel, at any time.

The District's smoking policy shall be prominently posted in each building. The Board designates the Superintendent of Schools or his or her designee as agent responsible for informing individuals smoking that they are in violation of Education Law 409 (2), Article 13 of the Public Health Law and/or the federal Pro-Children Act of 1994. (Adopted: 10/27/1994)

532.16 AIDS

The Board of Education recognizes the public concern over the spread of Acquired Immune Deficiency Syndrome (AIDS), and the admission of students and employment of staff who suffer from this disease. The Board also recognizes the rights of those individuals so afflicted, be they students or staff, to continue education or employment where possible.

The Board of Education also recognizes that according to present scientific findings, the virus associated with AIDS is not easily transmitted and there is no present evidence that AIDS can be transmitted by casual contact.

The Board recognizes that the law strictly limits the circumstances under which confidential information relating to AIDS or HIV can be disclosed to others. The Board also recognizes that, pursuant to law, no person may be subjected to a test for AIDS or HIV without his or her consent unless a court order for such testing is obtained. The Board further recognizes that a person who improperly discloses such information, or who procures the performance of an AIDS-related tests without the

appropriate consent, may be the subject of an action brought by the Commissioner of Health of the State of New York, and may in such action be subjected to a fine of up to \$5,000 for each occurrence and may further be found guilty of a misdemeanor.

- a. It is the policy of the Board of Education that no student shall be denied the opportunity to attend school or take part in school activities solely because such student has been diagnosed as having AIDS or HIV. It is further the policy of the Board of Education that no employee's terms and conditions of employment shall be altered solely because such employee has been diagnosed as having AIDS or HIV. No person in the schools, whether student or employee, shall be subjected by the District to adverse or discriminatory treatment or stigma because he or she has been diagnosed as having AIDS or HIV infection.
- b. When an employee of the School District becomes aware of confidential AIDS- or HIV-related information about another person in the schools, that information shall be handled in accordance with Parts II and III of this policy.
- c. The Superintendent shall establish and implement routine sanitary procedures for dealing safely with all spills of blood or other body fluids in or on school premises.

Appropriate public health officials shall be consulted for the most up-to-date information with respect to methods and procedures for dealing safely with such body fluid spills. All school employees and volunteers shall follow the procedures so established when body fluid spills occur on school premises.

- d. The Superintendent shall develop and implement in-service education for all school employees and volunteers concerning the handling of confidential AIDS- and HIV-related information, and the procedures to be followed in the case of body fluid spills.

Definitions

1. The term "confidential HIV-related information" means any information that an individual has been the subject of a HIV-related test, or has HIV infection, HIV-related illness, or AIDS, or any information which identifies or reasonably could identify an individual as having been the subject of a HIV-related test, or has HIV infection, HIV-related illness, or AIDS, or any information which identifies or reasonably could identify any individual as having been the subject of such a test or having one or more of such conditions.
2. The term "capacity to consent" means the individual's ability, determined without regard to age, to understand and appreciate the nature and consequences of a health care service, treatment, or procedure which might be proposed for the individual, and the ability to make an informed decision concerning such service, treatment, or procedure. An individual with capacity to consent, as defined herein, shall be deemed to have capacity to consent to the release of confidential HIV-related information.
3. The term "affected individual" means an individual concerning whom an employee of the District possesses confidential HIV-related information.
4. The term "personally identifiable information" means any information that would make the individual's identity easily traceable by the person to whom it is provided.
5. The term "appropriate person", in provisions dealing with obtaining consent to release confidential HIV-related information, means the affected individual; or, if the affected individual lacks capacity to consent, the person authorized by law to consent on his or her behalf. Ordinarily, in situations to which this policy is applicable, the person authorized by law to consent will be the parent of a student who lacks capacity to consent.

Provisions of general application

1. Confidential HIV-related information will not be disclosed by any employee of the District except to the persons and to the extent that such disclosure has been properly consented to in accordance with this policy. Only persons specifically named in a signed consent may receive this information. All files containing such information shall be kept in one location in the District, and shall be kept in a secure cabinet.
2. All consents to the release of confidential HIV-related information referred to in this policy shall be made using Forms I and II, attached hereto, which are the forms prescribed by the New York State Department of Health and the New York State Education Department for this purpose.
3. All employees and volunteers will be presumed to have capacity to consent. If the Superintendent believes that a student has capacity to consent, the Superintendent shall determine whether to seek consent from the student or from the student's parent.
4. Information concerning the presence in the schools of an affected individual will not be discussed, even with personally identifiable information omitted, except to the extent necessary to comply with the steps set forth in this policy, or to carry out the School District's mission.
5. In all consultations held, pursuant to this policy, between persons who have received confidential HIV-related information and persons who have not been authorized, by consent or by court order, to receive that information, the name of, or other personally identifiable information concerning the affected individual, shall not be provided to any person who has not been authorized to receive the confidential HIV-related information.

6. All educational decisions with respect to an affected individual who is a student shall be made, whether by the CSE or others, in accordance with information concerning the student's ability to profit from the educational experience.
7. The Superintendent will periodically review the cases of all affected individuals with respect to whom he has confidential HIV-related information to determine whether there are additional persons within the school community to whom such information should be released, and shall attempt to obtain consent to such release, in accordance with this policy when appropriate.
8. The District will not order any HIV-related test. If the District believes that an HIV-related test is necessary, the School Physician will discuss the matter with the affected individual's personal physician.

Procedures

1. If an employee of the District is told by a student, or a student's parent, that the student has been the subject of an HIV-related test, or has an HIV infection, HIV-related illness, or AIDS, the employee will tell the student or the parent that the employee is not the proper person to discuss the matter, and will request that the student or parent discuss the matter with the Superintendent.

If an employee of the District is told by another employee, or a volunteer, that the person making the statement has been the subject of an HIV-related test, or has an HIV infection, HIV-related illness, or AIDS, the employee to whom the statement is made will tell the person making the statement that the employee to whom the statement is made is not the proper person to discuss the matter, and will request that the other employee or volunteer discuss the matter with the Superintendent.

If an employee of the District suspects that a student, another employee, or a volunteer has been the subject of an HIV-related test, or has an HIV infection, an HIV-related illness, or AIDS, the employee who suspects this may state his or her suspicion to the Superintendent, and shall take no further action in the matter except as directed by the Superintendent.

2. If the appropriate person refuses to consent to release the information to at least the Superintendent, the employee who has obtained the confidential HIV-related information shall consult with the Superintendent to determine whether the matter should be pursued further.
3. There should be no further attempt to obtain a consent to release the information unless the Superintendent determines that there exists a clear and imminent danger to an individual in the school community whose life or health may unknowingly be at significant risk as a result of contact with the affected individual. If such a determination is made, a court order will be sought in accordance with the statement which follows on a succeeding page - "Seeking a court order to release confidential HIV-related information". However, in any event, the Superintendent shall advise the affected individual, or the person authorized by law to consent on behalf of the affected individual, that material relating to the risks and treatment of persons with AIDS or HIV is available from the school nurse or the County Health Department.
4. When confidential HIV-related information has been released to the Superintendent in accordance with this policy, the Superintendent will review the information released. The Superintendent will determine, based on that information, whether to seek a consent to further release of the information for the purposes set forth in the statement which follows on a succeeding page - "To whom, and for what purposes the Superintendent may ask that confidential HIV-related information be released."

If the Superintendent believes such further release is necessary in the interests of the affected individual or others in the school community, he or she will meet with the appropriate person, will explain the reason for seeking further release, and will request that the appropriate person consent to the release. It is recommended that the Superintendent seek consent to review the matter with the School Physician.

5. If the appropriate person will not consent to further release of the information, the Superintendent will take no further action unless the Superintendent determines that there is a clear and imminent danger to an individual in the school community whose life or health may unknowingly be at significant risk as a result of contact with the affected individual. If such a determination is made, a court order will be sought in accordance with the statement which follows on a succeeding page - "Seeking a court order to release confidential HIV-related information".
6. If the Superintendent has reason to believe, based on information obtained from any source, that an employee, volunteer or student in the District has been the subject of an HIV-related test, or is infected with HIV, an HIV-related illness, or AIDS, the Superintendent shall determine whether the School District should have confidential HIV-related information concerning that person in order to provide an appropriate educational program to the person, or because that person poses a clear and imminent danger to another individual in the school community whose life or health may unknowingly be at significant risk as a result of contact between them.

The Superintendent may, upon determining that either of these conditions exists, meet with the appropriate person for the purpose of stating this belief, and the grounds therefore, and of obtaining a consent to release, to the Superintendent and others as necessary or appropriate, confidential HIV-related information concerning the

affected individual.

To whom, and for what purposes, the Superintendent may ask that confidential HIV-related information be released.

1. Release of confidential HIV-related information to individuals other than the Superintendent shall be sought for the following purposes:
 - a. To the School Physician for the purpose of commencing a medical review of the individual's physical condition and assessing the degree of risk to the infected individual and the degree of risk of transmission of the disease, if any, to other members of the school community, and of ensuring that the affected individual, the person authorized by law to consent on his or her behalf, or his or her personal physician, will be provided with information concerning the presence in the general school population of a contagious or communicable disease which may constitute a risk to the affected individual. The Superintendent will attempt to obtain the consent of the appropriate person for the School Physician or nurse to discuss the case with the affected individual's personal physician.
 - b. To the affected individual's classroom teacher, if the age, mental condition, or behavior of the affected individual is such that there is a risk that the affected individual's interaction with others in the school setting will expose those others to the risk of infection. Release of the information to the classroom teacher shall be for the purpose of preparing the teacher to intervene before the affected individual behaves in a manner that may expose another to the risk of infection.
 - c. To the Committee on Special Education, and appropriate administrations and teachers, if the

information is necessary in order for the CSE to make a recommendation concerning placement for a student with a handicapping condition.

2. The Superintendent may seek release of the information to others, after consultation with the School Attorney.

Seeking a court order to release confidential HIV-related information.

1. If the Superintendent determines that a clear and imminent danger to an individual in the school community does exist, the Superintendent will request the Board of Education to decide whether to seek a court order to disclose the confidential HIV-related information, pursuant to Section 2785 of the Public Health Law. The School Attorney will be consulted with respect to this decision, and will take the necessary action to obtain an order if the Board of Education decides to do so.

532.17 Oath to support federal and state constitutions

Each certificated employee who is a citizen of the United States shall take the following oath or affirmation:

"I do solemnly swear (or affirm) that I will support the Constitution of the United States of America, and the Constitution of the State of New York; and that I will faithfully discharge, according to the best of my ability, the duties of (title of position) in the Saratoga Springs City School District (Enlarged) to which I am now assigned."

The oath or affirmation shall be administered by a person authorized to administer oaths in the State of New York, who shall cause a record or notation of the said oath to be made in the records of the District.

532.18 Family and Medical Leave Act

Consistent with the federal Family and Medical Leave Act of 1993 ("FMLA"), the Board of Education recognizes the right of eligible employees to take up to twelve (12) weeks of unpaid leave during any twelve (12) month period for certain family and medical reasons ("Basic FMLA Leave"), and to take up to 26 weeks of unpaid leave in a single 12-month period to care for a military covered service-member who has a serious injury or illness that incurred in the line of duty ("Military Caregiver FMLA Leave"). Any such leave shall be provided in accordance with FMLA, applicable District policies and collective bargaining agreements.

In order to be eligible for leave under FMLA, a District employee must:

- a. Have worked for the District for at least 12 months;
- b. Have worked at least 1,250 hours in the immediately preceding 12 months; and
- c. Be employed at a worksite where at least 50 employees are employed by the District within a 75-mile radius of that worksite.

In accordance with FMLA, a full-time classroom teacher is deemed to meet the 1,250 hour requirement.

Eligible employees must be taking Basic FMLA Leave for one of the following reasons:

- a. For the birth of the employee's child, to care for the child after birth (so long as such leave concludes within twelve (12) months from the date of the child's birth) or for the placement with the employee of a child for adoption or foster care (so long as such leave concludes within twelve (12) months from the date of the child's placement);
- b. To care for a spouse, child or parent with a serious health condition;

- c. For the serious health condition of the employee that makes the employee unable to perform the functions of his/her job; and
- d. For specific qualifying exigencies arising when an employee's spouse, child or parent is on active military duty, or is called to active military duty. "Qualifying exigencies" are defined by FMLA and include, by example, attending certain military events, arranging for alternative childcare, addressing certain legal and financial arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Eligible employees must be taking Military Caregiver FMLA Leave to care for a covered service-member (as defined by FMLA) who is the employee's spouse, child, parent, or other next-of-kin, and who has a serious injury or illness.

Additional guidelines and requirements regarding FMLA are outlined in the Administrative Regulations Handbook.

(Adopted: 05/12/09)

532.2 Recruiting and selecting

The objective in recruitment shall be to obtain the best possible certificated persons within the financial ability of the District without consideration as to age, sex, race, national origin, political or religious beliefs in determining qualifications for employment.

Recruitment of certificated personnel is the responsibility of the Superintendent. Appropriate funds shall be included in the budget for recruitment expenses.

532.21 Seeking out the candidates

The policy of the Board of Education is to seek out candidates for certificated positions by active recruiting campaigns.

The Agreement between the Superintendent, the Board of

Education, and the recognized certificated employees' organization shall govern assignment and transfer of presently employed personnel.

All teacher and administrators should be alert to promising teaching candidates who may be interested in coming to this school system. Staff members who will be attending conferences at or near major teacher-training institutions are encouraged to check with the Superintendent regarding current staff needs.

532.22 Application procedures

All letters of application and all placement office credentials shall come into the school system through the Superintendent's Office. The Superintendent, through his or her representative, will acknowledge the applications and will file those from promising candidates and arrange for an interview.

532.23 Interviewing

All candidates for certificated positions shall be interviewed by the Superintendent or his designee, by the building principal, and department head (if applicable and available). In addition, whenever possible, applicants shall meet teachers in the building or department.

Terms of employment shall be defined clearly and made available to the candidate at the time of the interview.

532.24 Notification of all candidates

The Superintendent shall notify each candidate of the disposition of his application as soon as feasible.

532.3 Duties and responsibilities of teachers

The major duties and responsibilities of teachers are:

- a. Good teaching can result only from teachers being constantly with the class at work. Teachers must make arrangements in

advance, whenever possible, with the principal to be absent from the room during class time.

- b. Teachers shall be responsible for the care, discipline, organization and efficient instruction of pupils in their charge.
- c. Teachers are expected to have a professional attitude toward teaching and education, and to abide by the codes of ethics of the national, state, and local educational associations.
- d. Teachers are expected to teach respect for private and public property and equipment.
- e. Teachers shall maintain a complete record of pupil grades in accordance with District standards issued by the Superintendent.

532.31 Line of Authority

The teacher is directly responsible to the building principal or a building sub-administrator designated by said building principal.

532.32 Instructional and allied duties

Teachers shall follow the course of study and use textbooks and other instructional material prescribed by the Commissioner of Education, the State Education Department, the Superintendent, and the Board of Education.

532.33 Faculty meetings

The Agreement between the Superintendent, the Board of Education, and the recognized certificated employees' organization shall govern the frequency of faculty meetings.

533 Employment conditions

All policies, rules, and regulations concerning school personnel shall be in writing and made available to all personnel.

The duties and responsibilities of school positions shall be clearly defined and made known to each member of the professional staff who shall be held accountable for those duties assigned to him or her.

533.1 Time schedule

533.11 School year

The Board of Education shall adopt, annually, a school calendar, not later than June 1, for the succeeding school year. The calendar adopted shall comply with the provisions of the Agreement between the Superintendent, the Board of Education, and the recognized certificated employees' organization.

533.12 Work day

The Agreement between the Superintendent, the Board of Education, and the recognized certificated employees' organization shall govern the work day for the teachers.

533.2 Conditions related to work load

533.21 Teaching load

Assignment of personnel to school plants shall be made by the Superintendent. Specific assignments in schools are the responsibility of the principal.

Assignments for personnel shall be such that workloads are equalized within practical limits. The limits shall be based upon consideration for the teacher upon the maintenance of as high a quality of instruction in each class as finances will permit.

The teaching load includes the contractual and professional obligations, including, but not limited to: planning teaching, grading papers, keeping pupil records, counseling and disciplining of students as well as after-school meetings, parent-teacher conferences, occasional evening supervision of school-sponsored activities, and other assignments which are necessary for the proper operation and maintenance of the educational program,

curricular and extracurricular.

The Agreement between the Superintendent, the Board of Education, and the recognized certificated employees' organization shall govern regarding assignment, teacher schedules, number of daily teaching preparations, lunch periods, and the preparation of planning time for elementary and secondary teachers.

533.22 Duty-free periods

The Board of Education believes that planning is an essential ingredient for good instruction. In order to allow time for planning during the school day, the Superintendent is directed to work with principals in order to schedule for each teacher a daily period for planning purposes, whenever possible.

The Agreement between the Superintendent, the Board of Education, and the recognized certificated employees' organization shall govern the time requirements.

533.3 Orientation

The Superintendent shall conduct an orientation program for certificated personnel new to the District prior to the start of school. In addition to the District-wide orientation program, each principal shall conduct a building orientation program for new teachers assigned to his or her building.

The orientation program shall be designed to familiarize new staff members with the schools, the program, and the people so that the new people can do a better teaching job sooner.

533.4 Assignment and transfer

533.41 Assignments

The Superintendent is authorized to assign all employees to their duties. They shall be assigned to schools and to specific positions when special certificates or requirements are deemed necessary

for a position. In all other instances, the principal has the responsibility for specific assignments in the school plant he or she administers. In general, personnel will be assigned to positions where they will do their best work and make their greatest contribution to the total education program. However, based upon the belief that personnel contribute the most when they choose their own assignments, the Board policy is that personnel be given every consideration possible to the preferences of the teacher in the assignment procedure. Every certificated employee shall be provided an opportunity to state his or her preference.

The Agreement between the Superintendent, the Board of Education, and the recognized certificated employees' organization shall govern the notification of teachers of their assignments, the manner of making assignments, and the manner of a teacher's requesting an assignment.

533.42 Vacancy and transfer

The Agreement between the Superintendent, the Board of Education and the recognized certificated employees' organization shall govern the procedure for notification of staff regarding vacancies, and the procedure for voluntary and involuntary transfer.

533.43 Incidental Teaching

Per the Amendment of Section 80.2 of the Regulations of the Commissioner of Education, "a Superintendent may assign a teacher to teach a subject not covered by his or her certification for up to five classroom hours a week without seeking approval of the Commissioner for 1994-1995 and 1995-1996, providing that the procedures are as follows:

1. The Superintendent of Schools verifies that the teacher who is assigned to teach a subject on an incidental basis has sufficient teaching experience and knowledge of the subject matter to teach such subject in a competent manner.

2. The Board of Education approves at a public hearing the teachers assigned to teach on an incidental basis, including the course he or she has been assigned to teach and the certification of the teacher assigned.
3. The list of incidental teaching assignments shall be submitted to the State Education Department as part of the Comprehensive Report.
4. Parents of students in these classes will be informed of incidental teaching assignments and informed of the process to appeal an incidental teaching assignment."
(Adopted: 01/26/95)

533.5 Supervision

The Board of Education realizes the need for teacher supervision for its primary purpose is the improvement of instruction. While supervision takes a great deal of work on the part of the supervisors and is a source of concern to teachers, it seems essential for building the type of schools wanted in the Saratoga Springs City School District.

The principal in association with designated supervisors is responsible for the supervision and administration of his or her assigned school. The purpose of supervision shall be to:

- a. Aid the teacher to attain and maintain maximum effectiveness in skills, attitudes, and characteristics which affect classroom learning.
- b. Promote closer, better understanding among personnel in their respective professional roles.
- c. Evaluate performance according to planned program.

The supervision shall be frequent and long enough to implement these purposes. The principal shall be given adequate clerical and professional assistance to perform his or her supervisory responsibilities.

533.6 Evaluation

533.61 General

The development of a strong professional staff and the maintenance of high morale among school employees is of paramount importance. The tasks of finding the right persons to fill vacancies; of determining assignments and service loads; of providing for curriculum improvement; of establishing salary policies to encourage certificated employees to put forth their best efforts; of evaluating staff achievements; and of providing a good atmosphere in which to work are some of the major objectives of the Board of Education.

In doing so, the Board of Education believes that a continuous program of evaluation is necessary for the improvement of staff members and the learning situation for children.

533.62 Board responsibility

The Board has a joint responsibility to both the community and the faculty. As laypersons, they recognize the need for professional assistance in formulating those parts of the policy that have to do with the professional staff. Therefore, staff cooperation was requested in helping to establish the basic standards for evaluation so that they might be incorporated with the advance knowledge of acceptability to the faculty.

The Board's responsibility to the community requires the establishment of a definite policy for evaluating the performance of the school system.

533.621 Education and goal

It shall be the goal of the educational program and all members of the professional staff to help each child:

- a. To develop individual capacities to the highest possible level.

- b. To develop a well-balanced personality.
- c. To assume the rights and responsibilities of citizenship in a nation committed to democratic values and practices.

533.622 Administrative and staff responsibilities

a. Orientation of new teachers

Every effort shall be made by the Superintendent, his staff, and the principals to assist each new teacher throughout the probationary years to become oriented to the community, to the school system, to the school to which he/she has been assigned, and to his/her class or classes. Nevertheless, during the probationary years, the burden of responsibility shall be upon the teacher to display sufficient potentials in order to warrant placement on tenure.

b. Professional growth

The principal will work closely with all teachers to help them grow professionally in service, and keep them informed of his judgments concerning the quality of their services to the system and how that service may be improved and strengthened.

c. Principal's responsibility

The principal shall assemble all the evidence he/she can concerning a teacher's service to the system.

533.623 Evaluation in Agreement

The Agreement between the superintendent, the Board of Education and the recognized certificated employees' organization shall govern the observation of teacher

performance, copy of formal evaluation to teacher, rights when probationary teacher is denied tenure, and access to employee's personnel file by employee.

533.624 Superintendent's responsibility regarding teacher evaluation

The Superintendent shall consult, from time to time, with the principals and other administrative staff members concerning the progress and services of the members of the teaching staff and make as many visits to classrooms as possible.

533.7 Grievance procedure

The agreements between the Superintendent, the Board of Education, and the recognized employees' organizations shall prescribe the grievance procedure for teachers and other personnel.

533.71 Protection of grievant

Each administrator should make clear to his staff that the grievance procedure specified in the Agreement between the Superintendent, the Board of Education, and the recognized certificated employees' organization will be followed objectively so that no member of the staff should fear retribution for seeking full satisfaction in his or her problem. The important thing is to first discuss problems with those who are most directly concerned. If this is done, there will be little need for subsequent steps in the procedure.

533.8 Membership in professional organizations

Certificated employees are encouraged to support the professional organizations of their choice, and the District shall not take into consideration the organization to which an employee belongs in dealing with said employees.

533.81 Deduction of professional dues

The Agreement between the Superintendent, the Board of Education, and the recognized certificated employees' organization shall govern the deduction of organizational dues.

The Board's responsibility to the community requires the establishment of a definite policy for evaluating the performance of the school system.

533.9 Sexual harassment

533.91 Sexual harassment of any member of the school community by any individual is prohibited on school property or in connection with school-related activities. The board recognizes that sexual harassment can be committed by a person of either sex against a person of either the same or opposite sex, and by peers as well as supervisors.

The Board strongly condemns all forms of sexual harassment and is committed to safeguarding the right of each employee and student to work or to learn in an environment that is free from sexual harassment.

The Superintendent of Schools is directed to develop and to implement specific procedures on reporting, investigating, and remedying allegations of sexual harassment. Training programs shall be established for students and employees to raise awareness of the issues surrounding sexual harassment and to implement preventative measures to help reduce incidents of sexual harassment.

533.92 Definitions

1. Sexual Harassment

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or

physical conduct of a sexual nature when:

- a. Submission to such conduct is made (either explicitly or implicitly) a term or condition of an individual's employment or of an individual's participation in an academic or other school-related activities; or
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or decisions about the individual's participation or success in academic or school-related activities; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work, academic performance, or school-related activity, or creating an intimidating, hostile, or offensive environment in the workplace, classroom, or other school-related forum.

533.93 Hostile Environment

It is recognized that supervisors and staff members, by the nature of their positions, necessarily embody unequal power relationships with their subordinates, employees, and students.

Because of the inherent power difference in these relationships, the potential exists for the less powerful to perceive a coercive element in suggestions or activities outside those appropriate to the professional or academic relationship.

In light of this, all persons are urged to be conscientious in evaluating their own behavior. A hostile environment may arise out of a persistent and severe pattern of unwelcome conduct of a sexual nature, including, but not

limited to:

- a. Sex-oriented humor, discussion or commentary that includes derogatory or dehumanizing gender references; classroom discussions of sexual topics as an appropriate part of the approved curriculum are not considered to create a hostile environment.
- b. Physical contacts such as patting, pinching, or frequently and intentionally brushing against another's body.
- c. Subtle or overt pressure for sexual activity.

533.94 Other Harassment

It is the policy of Saratoga Springs City School District that harassment based upon race, color, religion, national origin, real or perceived sexual orientation, or disability is unacceptable conduct and will not be tolerated. This is in keeping with efforts to establish an environment in which the dignity and worth of each member of the school community is respected. The goal of the District is to provide a community in which all students and staff are accepted and judged as individuals.

Harassment includes offensive epithets or slurs, derogatory jokes, graffiti, and other offensive verbal or non-verbal conduct related to an individual's race, color, religion, national origin, real or perceived sexual orientation, or disability when:

- a. Submission to such conduct is made (either explicitly or implicitly) a term or condition of an individual's employment or of individual's participation in an academic or other school-related activity; or
- b. Such conduct has the purpose or effect of

unreasonably interfering with an individual's work, academic performance, or school-related activity, or creating an intimidating, hostile, or offensive environment in the workplace, classroom, or other school-related forum.

533.95 Complaint Processing

- a. Any person who alleges that an act of harassment has been committed shall immediately notify the building principal, supervisor or Compliance Officer and complete a complaint form. Forms are available in the building principal's office and in the office of Human Resource Services.
- b. In the alternative, a person may make an oral and/or written complaint of harassment to a teacher or building principal.
- c. The Compliance Officer, the building principal and/or supervisor will investigate the reported complaint of harassment in accordance with the procedures developed by the Superintendent for investigating complaints of harassment and take action pursuant thereto.
- d. The provisions of applicable statutes and collective bargaining agreements will be complied with when processing and remedying the complaint.

(Adopted: 08/08/2000)

534 Probationary period and tenure

534.1 Statutory provisions

The probationary service required for consideration for tenure is three (3) consecutive full academic school years and being hired for the fourth. (If tenure had been previously earned in New York State, the probationary period is two (2) years.)

534.11 Teacher denied tenure

The Agreement between the Superintendent, the Board of Education, and the recognized certificated employees' organization shall govern the teacher's rights upon denial of tenure appointment.

534.12 Date of notice of intent

Probationary certificated employees not being recommended for tenure shall be notified in writing by the Superintendent no later than sixty (60) days immediately preceding the expiration of the probationary period, or as stated in the Agreement between the Superintendent, the Board of Education, and the recognized certificated employees' organization.

534.2 Tenure

Teachers who have three (3) consecutive full academic years of successful experience will be recommended for tenure based upon the record of performance without regard to religious, political, or national origin influences. (If tenure had been previously earned in New York State, the period of successful experience in this District is two (2) years.)

534.21 Recommendation for tenure

The Superintendent shall make recommendations to the Board of Education for the tenure appointment of certificated personnel.

535 Dismissal of employees

535.1 Statutory causes for dismissal of permanent employees

The grounds for dismissal of a tenured teacher shall be:

- a. Insubordination, immoral character, or conduct unbecoming a teacher.
- b. Inefficiency, incompetency, physical or mental disability, or

neglect of duty.

- c. Treasonable or seditious acts or utterance.

536 Legal service to certificated employees

The Agreement between the Superintendent, the Board of Education, and the recognized certificated employees' organization shall govern the provision of legal services for employees by the School District.

540 Non-teaching professional personnel

All procedures and policies for teachers, unless otherwise limited, apply to all certificated personnel.

541 Librarian

Each secondary school library shall be staffed with one or more certificated librarians.

541.1 Qualifications

Librarians shall meet the requirements as prescribed by the Commissioner of Education and the State Board of Regents for services as a public school librarian. Desirable qualifications include successful teaching experience and course work in educational media and audio-visual techniques.

541.2 Duties and responsibilities

The major duties and responsibilities are:

- a. Instruct students in the use of the library.
- b. Be responsible for the complete library operation in the school.
- c. Aim toward the development of the library as a resource center for students and teachers.
- d. Maintain an atmosphere conducive to studying and learning in the

library.

- e. Operate the library so as to achieve maximum circulation of books and materials together with the preservation of books.
- f. Aid in the selection of appropriate books and materials for the students and the course of study.
- g. Other duties as may be assigned by the principal.

541.3 Line of authority

The librarian is responsible directly to the building principal.

542 Psychologist

The school psychologist is expected to provide initial as well as periodic evaluations of exceptional pupils, and to render consultative services to teachers and other staff members.

542.1 Qualifications

The school psychologist shall meet the requirements as prescribed by the Commissioner of Education and the State Education Department for services as a public school psychologist. Desirable qualifications include successful teaching experience and course work in educational psychology.

542.2 Duties and responsibilities

The major duties and responsibilities are:

- a. Diagnose the nature and causes of pupil learning disabilities.
- b. Initiate and follow through remedial and corrective action to improve pupil progress.
- c. Prepare written reports and studies of individual pupils for interpretation to and use by teachers and other school staff.

- d. Participate in the development of school test programs.
- e. Assist the in-service programs for teachers and other staff members.
- f. Apply and interpret principles of mental health.
- g. Plan and carry out research.
- h. Further home and school relationships.
- i. Advise on the psychological implications of curriculum and school policies.
- j. Assist teachers of special education classes for appropriate placement and program for these children.
- k. Act as liaison between school and clinics, and other resources within the community.
- l. Other duties as may be assigned by the Director for Special Education.

542.3 Line of authority

The school psychologist shall be responsible directly to the building principal when assigned to a school plant. The Director for Special Education shall coordinate the school psychologists, and exert line authority over them when they are not assigned to a school building.

543 Guidance counselors

Guidance counselors shall be assigned to each secondary school.

543.1 Qualifications

Guidance Counselors shall meet the requirements as prescribed by the Commissioner of Education and the State Education Department for services as a public school guidance counselor. Desirable qualifications include successful teaching experience in course work in tests, guidance

and counseling as well as certain personal qualifications such as the understanding necessary for successful performance

543.2 Duties and responsibilities

The major duties and responsibilities are:

- a. Counsel with students and assist them to understand the school and its environment; understand themselves in relation to others; understand their progress in relation to their abilities; and understand themselves in relation to educational and vocational goals, opportunities and requirements.
- b. Assemble and interpret information about students; cooperate in maintaining individual student folders containing personal data, test results, and school data; help teachers and staff use these records; and add pertinent data.
- c. Encourage and participate in case conferences with parents and/or teachers.
- d. Conduct individual parent conferences to help them better understand and assist their children with educational, personal, vocational, and social adjustment plans.
- e. Participate in the School District's standardized testing program, and assist in interpreting test results to parents, pupils, and teachers.
- f. Assist teachers in the use of guidance material in the classroom.
- g. Organize and distribute occupational and vocational materials to pupils, parents, and faculty; maintain occupational files and library; provide college information (catalogues, directories, etc.); furnish information about scholarships, financial aids, and loans; and prepare informational bulletins for students and parents to keep them current on pertinent matters.
- h. Assist in the placement of graduates in employment; cooperate with state and private agencies in placing students; make out

transcripts of students entering institutions of higher learning; and assist students in securing scholarships, financial aid, and loans.

- i. Take part in research studies such as follow-up, holding power, community surveys, etc.
- j. Compile all college application materials including transcripts and test data and submit to colleges
- k. Use community resources in developing and expanding guidance program services and activities such as career days; field trips to industry and institutions of higher learning; college programs; obtain speakers from various industries, occupations and professions; and contact and visit colleges.
- l. Work closely with government, social, and health agencies.
- m. Supply information on the development, progress, and needs of the guidance program to the proper authorities.
- n. Other duties as may be assigned by the principal.

543.3 Line of authority

The counselor is responsible directly to the building principal.

544 Remedial reading teacher

Remedial reading teachers are assigned as needed to improve the reading instructional program within the District's financial ability.

544.1 Qualifications

The remedial reading teachers shall hold a valid teaching certificate for the level in which he or she is working and shall have course work emphasizing reading and remedial reading.

544.2 Duties and responsibilities

The major duties and responsibilities are:

- a. Be responsible for maintaining and improving the program of reading instruction through individual and group consultations, observations, conferences, demonstrations, workshops, and other type of in-service education.
- b. Conduct remedial reading classes for disabled readers according to the guidelines established for the remedial reading program.
- c. Assist in the establishment of classes according to reading groups.
- d. Test new children for reading class placement.
- e. Assist the principal in the preparation of the reading budget.
- f. Assist the Director for Elementary Education in pupil progress evaluation.
- g. Serve on District-wide committees to evaluate and update reading materials used in the District, and to prepare and periodically revise reading curriculum guides.
- h. Other duties as may be assigned by the principal.

544.3 Line of authority

Remedial reading teachers are directly responsible to the building principal.

545 Speech therapist

The District shall employ speech therapists as needed and within its financial ability.

545.1 Qualifications

Speech therapists shall meet the requirements as prescribed by the Commissioner of Education and the State Education Department for service as a public school speech therapist. Desirable qualifications include successful teaching experience and specialized course work for speech problems.

545.2 Duties and responsibilities

The major duties and responsibilities are:

- a. Provide a program of effective oral communication.
- b. Handle all cases of oral deficiency, determining the causes and indicating remedies.
- c. Test children for oral deficiency.
- d. Provide workshops and other in-service education programs for teachers in oral communications.
- e. Other duties as may be assigned by the Director for Special Education.

545.3 Line of authority

The speech therapists shall be responsible directly to the building principal when assigned to a school plant. The Director for Special Education shall coordinate the speech therapists and exert line authority also.

546 School social workers

School social workers may be employed to help pupils from educationally disadvantaged homes adjust to the school environment.

546.1 Qualifications

School social workers shall meet New York State requirements for

working as a school social worker. Desirable qualifications are teaching experience and course work on the role of public education in society.

546.2 Duties and responsibilities

The major duties and responsibilities are:

- a. Assist the home in recognizing its responsibility toward the education of their children.
- b. Help educationally disadvantaged students adjust to the school environment.
- c. Assist the home in its relations with other state and federal agencies.
- d. Assist the school staff in understanding the educationally disadvantaged student, and in making the instructional adjustments required to better accommodate these students.
- e. Other duties as may be assigned by the Director for Special Education.

546.3 Line of authority

Social workers shall be responsible directly to the building principal when assigned to a school plant. The Director for Special Education shall coordinate the social workers and exert line authority also.

547 School nurse teacher

School nurse teachers are employed to aid in the health education program, and to render first aid as needed.

547.1 Qualifications

The school nurse teacher shall be a graduate of a school of professional nursing, hold a current license to practice as a registered nurse, and meet the requirements as prescribed by the Commissioner of Education and the State Education Department to serve as a public school nurse.

Desirable qualifications are academic preparation in public health nursing.

547.2 Duties and responsibilities

The major duties and responsibilities are:

- a. Interpret school health program to individuals and groups.
- b. Interpret health policies and procedures to pupils, parents, and teachers.
- c. Recognize deviations from normal in the physical, mental, and emotional health of pupils and report to appropriate personnel.
- d. Interpret the health needs of pupils to parents, school personnel, and community groups.
- e. Teach health to individuals and groups under direction of a teacher.
- f. Coordinate health services and act as a resource person in health education.
- g. Maintain adequate and accurate health records.
- h. Work with other professional personnel from public and private agencies toward achieving better public health.
- i. Administer first aid in accordance with policy.
- j. Compile and interpret data pertaining to health services.
- k. Other duties as may be assigned by the Director for Special Education.

547.3 Line of authority

The school nurse teacher shall be responsible directly to the building principal when assigned to a school plant. The Director for Special

Education shall coordinate the school nurses and exert line authority also.

550 Compensation and benefits

The Board of Education shall, in accordance with New York School Law, adopt by resolution a salary schedule for all teachers employed. The Board shall make available to each certificated employee a schedule of salaries and benefits to be paid by the District.

551 Compensation

All base compensation shall be according to placement on a salary schedule. Additional compensation for extra duties shall be allocated according to Board policies. It is the intent of the Board of Education to be as competitive as possible in the determination of the salary program. However, the Board has a responsibility to the community to conduct the best educational program within the finances provided. Therefore, in determining the salary program, no other essential segment of the educational program will be unduly curtailed.

551.1 Salary schedule and placement

The Agreement between the Superintendent, the Board of Education, and the recognized certificated employees' organization shall govern the salary schedule, the prior-service credit, longevity, placement, reclassification, and salary payment.

551.11 Salaries of other certificated employees

The Board of Education shall set the salaries of all other certificated employees through agreements with their recognized organizations.

551.12 Superintendent's role

The Superintendent shall have the authority to administer fairly and consistently the adopted salary schedule which is intended to be competitive with other outstanding school systems in the region.

551.13 Reclassification

Notification of a course completed for advancement on the salary schedule shall be in the Superintendent's Office no later than September 1.

551.2 Extra pay for extra work

Extra pay for extra work will be provided as per the Agreement between the Superintendent, the Board of Education, and the recognized certificated employees' organization.

551.3 Substitute teacher's pay

Substitutes shall be paid in accordance with the Agreement between the Superintendent, the Board of Education, and the Southern Adirondack Substitute Teachers Association.

552 Benefits

552.1 Retirement

All certificated employees automatically become members of the New York State Teachers' Retirement System, a statewide retirement system, and federal social security.

552.11 Contributions to New York State Teachers' Retirement System

All contributions are made by the employer; the amount will vary depending on actuarial studies.

552.12 Contributions to social security

Federal legislation governs the amount to be contributed by both the employer and by the employee.

552.2 Insurance - health

The Agreement between the Superintendent, the Board of Education,

and the recognized certificated employees' organization shall govern the employee's contributions and benefits.

552.3 Accident, worker's compensation, and liability insurance

The Agreement between the Superintendent, the Board of Education, and the recognized certificated employees' organization shall govern workers' compensation (also compliance with State Law), other indemnification contracts, public liability, and automobile liability as they affect certificated employees.

552.4 Tax shelter annuity

The Agreement between the Superintendent, the Board of Education, and the recognized certificated employees' organization shall govern the tax shelter annuity deductions.

The District reserves the right to charge the company or the employee the actual cost of making the deductions.

552.5 Payment for approved graduate study

The Agreement between the Superintendent, the Board of Education, and the recognized certificated employees' organization shall govern the payment for approved graduate study.

560 Absences and leaves

561 Absences

561.1 Sick leave, personal leave, personal business leave, and leave of absence without pay

The Agreement between the Superintendent, the Board of Education, and the recognized certificated employees' organization shall govern the following leave policies of the School District:

Sick, personal (including bereavement), severe illness in the immediate family, personal business, visits to other schools, attendance at graduation or marriage in immediate family, and leave without pay.

561.2 Professional days

The Agreement between the Superintendent, the Board of Education, and the recognized certificated employees' organization shall govern professional days required to attend the annual New York State Teachers' Association and the New York State Retirement System conventions.

562 Leaves

562.1 Maternity leave

Maternity leaves are provided in accordance with the Agreement between the Superintendent, the Board of Education, and the recognized certificated employees' organization.

562.11 All requests for maternity leave shall be submitted in writing to the building principal as soon as the condition of pregnancy is confirmed. The request shall contain information from the doctor fixing the anticipated date of birth of the child. The principal shall forward the request to the Superintendent for Board approval of the effective dates of the maternity leave.

562.2 Military leave

Military leaves shall be granted in accordance with State Law.

562.3 Sabbatical leave

The Agreement between the Superintendent, the Board of Education, and the recognized certificated employees' organization shall govern sabbatical leaves.

562.4 Jury duty

Employees shall be granted leave with full pay when called to jury duty. Employees shall turn over to the District their jury duty fees, but not their mileage or transportation allowance.

562.5 Exchange teaching leave

The Board of Education may, upon the recommendation of the Superintendent, grant teachers leave to teach in foreign countries or in the United States, providing the place of exchange agrees to furnish a teacher of corresponding rank. In order to be eligible, the teacher must have rendered at least five (5) years of full-time service to the District.

570 Professional staff members: Role of individual

571 Soliciting, selling, or collecting

No soliciting, selling, or collecting shall be engaged in by members of the instructional staff if such activity uses the position and repute of the school or the employee.

Employees of the District shall not sell, or receive commissions, or other compensation for sales made to the School District.

572 Non-school employment

Professional staff members of the School District shall not engage in any non-school employment which interferes with their time or ability to teach, or which reflects adversely on the public school system.

573 Participation in community life

Professional employees are encouraged to live in the community and to participate actively in community affairs.

573.1 Political activity

Certificated employees have the same citizenship rights and responsibilities as all citizens. However, school employees shall not engage in political activities during school hours or on school premises, or use students for political propaganda purposes. No teacher or certificated employee of the District shall accept nomination or be a candidate for the Board of Education in this District.