

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **4000**
CATEGORY: **Personnel – Certified and
Non-Certified**
POLICY CODE: **4212.5/Security Checks**

SECURITY CHECKS

Policy Statement

In order to create a safe and orderly environment for students, all offers of employment will be conditional upon the successful outcome of state and national criminal history records checks. In addition, any person applying for employment with the Board shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired.

Applicants, as required, shall make disclosures containing (1) current and past employers' contact information; (2) authorization allowing contact with such employers; and (3) written statements about any past misconduct, discipline, or licensure penalties as a result of sexual misconduct or abuse allegations.

The District, prior to hiring applicants, will (1) ensure that they complete the above stated three requirements; (2) review applicants' employment history after making a documented, good-faith effort to contact previous employers for information, "good-faith effort" defined as one requiring no more than three telephone calls on three separate days; and (3) request any available information about applicants from the Connecticut State Department of Education.

Background and records checks shall be done in compliance with all statutory guidelines. Applicants for substitute teaching positions must also fulfill the disclosure requirements as listed above, and the District will also request information from the applicant's prior employers and the Connecticut State Department of Education in the same manner required for other applicants. Contractors that apply for positions involving direct student contact are required to perform background and records checks on their employees who would fill such positions in compliance with all statutory guidelines.

District employees shall, within 30 days after they are hired, submit to state and national criminal history records checks conducted in accordance with C.G.S. § 29-17a. District students employed by the school system are exempted from this requirement.

Workers placed in a school under a public assistance employment program shall also submit to state and national criminal history records checks if such individuals will have direct contact with students.

School nurses and nurse practitioners appointed by the Board or under a contract with the Board shall also submit to state and national criminal checks conducted in accordance with C.G.S. § 29-17a.

Student teachers placed in District schools as part of completing preparation requirements for the issuance of an educator certificate shall be required to undergo the same state and national criminal history records checks required for District employees.

Criminal Justice Information (CJI) is to be maintained in accordance with the administrative regulations pertaining to the use and disclosure of criminal justice information.

Adopted: 8/23/2016

Revised: 5/23/2017

References

- Criminal Justice Information Services (CJIS) Security Policy, United States Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Division
- Connecticut Public Act 16-67, “An Act Concerning the Disclosure of Certain Education Personnel Records”
- Connecticut General Statutes §§ 10-221d, 29-17a