

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 (DCF) Child Abuse and Neglect Registry before the person may be hired.

Each applicant, as required, shall make disclosures containing (1) current and former 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, as well as whether the applicant has ever been convicted of a crime or whether criminal charges are pending against such applicant at the time of such application and, if charges are pending, to state the charges and the court in which such charges are pending.

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 former 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. For purposes of this paragraph, "former employer" means any person, firm, business, educational institution, nonprofit agency, corporation, limited liability company, the state, any political subdivision of the state, any governmental agency, or any other entity that the applicant was employed by during any of the previous twenty (20) years prior to applying for a position with the District.

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 submit to a record check of the Department of Children and Families (DCF) Child Abuse and Neglect Registry before beginning their student teaching experience, and shall be required to submit to state and national criminal history records checks within 60 days from the date such individual begins to perform such student teaching experience. When they apply to work in a District school, student teachers must also give a written statement about whether they have ever been convicted of a crime or have criminal charges pending against them, and, if such charges are pending, the charges and the court where they are pending.

A District student employed by the District, or a person employed by the Board as a teacher for a non-credit adult class or adult education activity, as defined in Connecticut General Statutes § 10-67, who is not required to hold a teaching certificate pursuant to Connecticut General Statutes § 10-145b, for his/her position, is exempt from the fingerprinting requirement.

Criminal Justice Information (CJI) is to be maintained in accordance with the administrative regulations pertaining to the use and disclosure of criminal justice information. The Board, in compliance with federal law, shall not disseminate the results of any national criminal history records check, except as required to the State Board of Education.

Adopted: 8/23/2016
Revised: 5/23/2017, 11/21/2017,
1/8/2019, 8/27/2019

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 Public Act 18-51, “An Act Implementing the Recommendations of the Department of Education”
- Connecticut Public Act 19-91, “An Act Concerning Various Revisions and Additions to the Education Statutes”
- Connecticut General Statutes §§ 10-221d, 10-222c, 29-17a