



47 Federal Bureau of Investigation for the purpose of obtaining criminal history record  
48 information on applicants who offer or accept employment.

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50 To conserve the costs of conducting criminal history record checks to applicants and school  
51 boards, upon the written request of the applicant, the Board shall inform another school  
52 board with which reciprocity has been established and to which the applicant has also  
53 applied for employment of the results of the criminal history record information conducted  
54 within the previous ninety days that it obtained concerning the applicant. Criminal history  
55 record information pertaining to an applicant for employment by a school board shall be  
56 exchanged only between school boards in the Commonwealth in which a current agreement  
57 of reciprocity for the exchange of such information has been established and is in effect.  
58 Reciprocity agreements shall provide for the apportionment of the costs of the fingerprinting  
59 or criminal records check between the applicant and the Board as provided by statute.

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61 If an applicant is denied employment because of information appearing on the applicant's  
62 criminal history record, the Board provides a copy of the information provided by the  
63 Central Criminal Records Exchange to the applicant.

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65 **Founded Complaints of Child Abuse or Neglect**

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67 The Board requires, as a condition of employment, that any applicant who is offered or  
68 accepts employment requiring direct contact with students, whether full-time or part-time,  
69 permanent or temporary, provide written consent and the necessary personal information  
70 for the Board to obtain a search of the registry of founded complaints of child abuse and  
71 neglect. The registry is maintained by the Department of Social Services. The Board ensures  
72 that all such searches are requested in conformance with the regulations of the Board of  
73 Social Services. In addition, where the applicant has resided in another state within the last  
74 five years, the Board requires as a condition of employment that such applicant provide  
75 written consent and the necessary personal information for the Board to obtain information  
76 from each relevant state as to whether the applicant was the subject of a founded complaint  
77 of child abuse and neglect in such state. The Board takes reasonable steps to determine  
78 whether the applicant was the subject of a founded complaint of child abuse and neglect in  
79 the relevant state. The Department of Social Services shall maintain a database of central  
80 child abuse and neglect registries in other states that provide access to out-of-state school  
81 systems for use by local school divisions. The applicant may be required to pay the cost of  
82 any search conducted pursuant to this subsection at the discretion of the Board. From such  
83 funds as may be available for this purpose, however, the Board may pay for the search.

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85 If the information obtained pursuant to the preceding paragraph indicates that the applicant  
86 is the subject of a founded case of child abuse and neglect, such applicant shall be denied  
87 employment, or the employment shall be rescinded.

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89 If an applicant is denied employment because of information appearing on his record in the  
90 registry, the Board provides a copy of the information obtained from the registry to the  
91 applicant. The information provided to the Board by the Department of Social Services is  
92 confidential and is not be disseminated by the Board.

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**EMPLOYEE CHARGES AND CONVICTIONS**

**Criminal Proceedings**

An employee who is charged by summons, warrant, indictment, or information with the commission of a felony or misdemeanor specified in Va. Code § 22.1-315 may be suspended in accordance with policy GCPF Suspension of Staff Members.

If a current employee is suspended or dismissed because of information appearing on the employee’s criminal history record, the Board provides a copy of the information provided by the Central Criminal Records Exchange to the employee.

The Superintendent shall inform the Board of any notification of arrest of a Board employee received pursuant to Virginia Code § 19.2-83.1. The Board shall require such employee, whether full-time or part-time, permanent, or temporary, to submit to fingerprinting and to provide personal descriptive information to be forwarded along with the employee’s fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding such employee. The contents of the employee’s criminal record shall be used only to implement dismissal, suspension or probation in accordance with §§ 22.1-307 and 22.1-315 of the Code of Virginia.

**Founded Complaints of Child Abuse or Neglect**

Any employee of the Board will be dismissed if the employee is or becomes the subject of a founded complaint of child abuse and neglect and after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted. The fact of such finding, after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted, is grounds for the local school division to recommend that the Virginia Board of Education revoke such person's professional license.

**COURT ORDERED PROBATION**

For purposes of this policy, a court’s placing an individual on probation pursuant to Va. Code §18.2-251 shall be treated as a conviction and as a finding of guilt.

**COSTS OF FINGERPRINTING, CRIMINAL RECORD AND ABUSE AND NEGLECT CHECKS**

The applicant or employee must pay for the fingerprinting/criminal record check and the abuse and neglect check conducted pursuant to this policy.

Adopted: March 4, 1999  
Amended: July 6, 2000

139 Amended: July 12, 2001  
140 Amended: April 26, 2007  
141 Amended: December 3, 2015  
142 Amended: February 20, 2020  
143 Amended: December 17, 2020  
144 Amended: April 25, 2024

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147 Legal Refs.: Code of Virginia, as amended, §§ 18.2-251, 19.2-83.1, 19.2-389, 22.1-78,  
148 22.1-296.1, 22.1-296.2, 22.1-296.4, 22.1-307, 22.1.315, and 63.2-1515.

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150 Acts 2018, c. 833.

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152 Cross Refs.: GCPF Suspension of Staff Members  
153 GCPD Professional Staff Discipline