

SALEM SCHOOL DISTRICT
Salem, Connecticut

PERSONNEL – CERTIFIED / NON-CERTIFIED

REFERENCE CHECKS

The Board of Education believes that it is critical that references on applicants be checked prior to an offer of employment. The administration, therefore, is directed to make a documented good faith effort to contact an applicant's former employer(s) for recommendations and information about the person's fitness for employment prior to an offer of employment. References should be checked with prior employers listed on the application, even if those references are not specifically listed on the "references" section of the employment application.

In order to create a safe and orderly environment for students, all offers of employment are conditional upon the successful outcome of a criminal record check. 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.

Applicants are required to make disclosures containing (1) current and past employers' contact information; (2) authorization allowing contact with such employers; and (3) statements about any past misconduct, discipline, or licensure penalties as a result of sexual misconduct or abuse allegations. The applicant must complete the State of Connecticut Educational Employer Verification Form (in accordance with PA 16-67).

The Superintendent or his/her designee is directed to develop guidelines pertaining to the checking of applicant references.

Legal Reference: Connecticut General Statutes: 1-200 through 1-241 of the FOIA. 5-193 through 5-269 State Personnel Act. 10-151c Records of teacher performance and evaluation not public records. 10-221d Criminal history record checks of school personnel. Fingerprinting. Termination or dismissal. Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93 568, codified at 20 USC 1232g). Dept. of Education 34 CFR Part 99 (5/9/80 45 FR 30802) regs. Implementing FERPA enacted as part of 438 of General Education provisions act (20 USC 1232g) parent and student privacy and other rights with respect to educational records, as amended 11/21/96. PA 16-67 An Act Concerning the Disclosure of Certain Education Personnel Records.

Policy 1st Reading: May 5, 2014

Policy Adopted: June 2, 2014

Revised Policy 1st Reading: December 5, 2016

Revised Policy Adopted: January 9, 2017