

Personnel

**Fingerprinting, Criminal History Records and Employment Reference Checks**

**Reference Checks**

Prior to hiring any person, the district shall make a documented good faith effort to contact previous employers of the person in order to obtain information and recommendations that may be relevant to the person's fitness for employment.

**Child Abuse and Neglect Registry Check**

Each applicant for a position with Regional School District #10 shall submit to a records check of the Department of Children and Families child abuse and neglect registry established pursuant to Connecticut General Statutes §17a-101k before such applicant may be hired by the Board.

**Criminal Background Check**

Each applicant for a position with Regional School District #10 shall be asked whether he/she has ever been convicted of a crime and whether there are any criminal charges pending against him/her at the time of application. Employees shall not be required to disclose any arrest, criminal charge or conviction that has been erased.

Applicants must also state if they are enrolled in a program of deferred adjudication (e.g. accelerated rehabilitation, pre-trial drug or alcohol education pursuant to Connecticut General Statutes §54-56g), and, if so, identify the jurisdiction in which such program is pending and provide an explanation of the nature of such program.

Applicants are not required to disclose the existence of criminal charges or convictions if the records have been erased and the school system will not refuse employment to an applicant because he or she had a prior arrest, criminal charge or conviction, the records of which were erased. Specifically, applicants will not be required to disclose the existence of any arrests, criminal charges or convictions that have been erased pursuant to Connecticut General Statutes §§ 46b-146, 54-76o, or 54-142a which includes erasure of (a) a finding of delinquency or that a child was a member of a family with services, (b) an adjudication as a youthful offender, (c) a criminal charge that has been dismissed or nolle, (d) a criminal charge for which the applicant had been found not guilty, and (e) a conviction for which the applicant received an absolute pardon.

All public school employees are required to submit to state and national criminal history records checks within thirty (30) days from the date of employment. Such checks will include fingerprinting or any other method of positive identification required by the State Police Bureau of Identification and the Federal Bureau of Investigation and will be at the expense of the employee. This requirement applies to workers who are placed within a school under a public assistance employment program, who are employed by a provider of supplemental service

Personnel

**Fingerprinting, Criminal History Records and Employment Reference Checks**

pursuant to the No Child Left Behind Act or who are in a nonpaid, noncertified position completing preparation requirements for the issuance of an educator certificate where such workers perform services involving direct student contact. In addition, at the discretion of the Superintendent, this requirement may apply to a person employed as a teacher for a noncredit adult class or adult education activity who is not required to hold a teaching certificate

Fingerprinting and submission to state and national records checks does not apply to students employed by the school district where the student attends school.

Substitute teachers may satisfy the requirement for criminal history records checks by submitting to the Board the results of state and national criminal history records checks completed within the year prior to employment with the Board. The Board considers substitute teachers to be continuously employed for purposes of criminal history records check requirements as long as the Board employs him or her at least one day of each school year.

Upon receipt of a criminal record check indicating a previously undisclosed conviction, the Superintendent of Schools (or designee) will notify the affected applicant/employee in writing of the results of the record check and provide the applicant/employee with an opportunity to respond to the results of the criminal record check.

If the Board receives notice of a conviction of a crime which was not previously disclosed by the employee, the Board may (1) terminate the contract of a certified employee in accordance with the provisions of Connecticut General Statutes §10-151, if applicable or (2) dismiss a non-certified employee. Non-certified employees will be notified of the reason for the dismissal and be given an opportunity to file an answer to the dismissal, in writing. A copy of the notice of criminal conviction, the employee's answer and the notice of dismissal will be made part of the records of the Board in a manner consistent with state and federal law.

Notice of a conviction that is related to the employee's fitness for the job may also be grounds for termination of employment

A copy of any notice of a conviction of a crime by a person holding a certificate, authorization or permit issued by the State Department of Education or a person employed by a provider of supplemental services shall be sent to the State Board of Education.

Personnel

**Fingerprinting, Criminal History Records and Employment Reference Checks**

Legal References: Connecticut General Statutes

- 29-17a. Criminal history records checks. Procedure. Fees
- 31-51i Employer inquiries about erased criminal record prohibited
- 10-212 School nurses and nurse practitioners... Criminal history records checks.
- 10-221d Criminal history records checks of school personnel
- 10-222c Hiring policy

Policy adopted: September 1994  
Policy revised: March 2006  
Policy reviewed: July 1, 2009  
Policy revised: August 2012