



WOODBRIDGE SCHOOL DISTRICT

40 Beecher Road – South
Woodbridge, Connecticut 06525

MEMORANDUM

Jonathan S. Budd, Ph.D. – Superintendent
jbudd@woodbridgeps.org

TO: Woodbridge Board of Education
FROM: Jonathan S. Budd, Ph.D., Superintendent
DATE: December 15, 2021
RE: Proposed Revision of Policy 4112.5/4212.5, "Security Check / Fingerprinting"

Based on last evening's meeting of the Policy Committee, please find attached a proposed revision of Policy 4112.5/4212.5 to represent various statutory updates related to reference checks for various kinds of employees and student teachers. The revisions align with the recommendations of the Connecticut Association of Boards of Education (CABE). The proposed changes are represented in red.

The proposed revised policy is brought forward to you tonight for adoption.

Personnel -- Certified/Non-Certified

Security Check/Fingerprinting

In order to create a safe and orderly environment for students, all offers of employment will be 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 (DCF) Child Abuse and Neglect Registry before the person may be hired.

Note: Applicants for all positions, certified or non-certified must submit to a check of Department of Children and Families Child Abuse and Neglect Registry.

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, 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 such 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 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 SDE 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.

~~The Background and reference checks shall be done in compliance with all statutory guidelines contained in Board policy #4112.51/4212.51, as amended. 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, in compliance with all statutory guidelines, to perform background and records checks on their employees who would fill such positions.~~

District employees shall within 30 days after they are hired submit to state and national criminal checks. 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 the criminal check if such individuals will have direct contact with students.

School nurses and nurse practitioners appointed by the Board or under contract with the Board shall also submit to a criminal history check pursuant to C.G.S. [29-17a](#).

Student teachers placed in District schools as part of completing preparation requirements for the issuance of an educator certificate, ~~effective July 1, 2010~~, shall ~~also~~ be required to undergo the same criminal background checks and DCF child abuse and neglect registry check already required for school employees. ~~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.~~

Personnel -- Certified/Non-Certified

Security Check/Fingerprinting (Cont.)

A **District student** employed by the **District Board**, or a **person employed by the District** as a teacher for a non-credit adult class or adult education activity (as defined in C.G.S. [10-67](#)) who is not required to hold a teaching certificate pursuant to C.G.S. [10-145b](#), as amended by PA 18-51, is exempt from the fingerprinting requirement.

Criminal Justice Information

Criminal Justice Information (CJI) is to be maintained in accordance with the administrative regulation 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 records check, except as required to the State Board of Education.**

(cf. 4112.51/4212.51 - Employment/Reference Checks)

Legal Reference: Connecticut General Statutes

[10-221d](#) Criminal history records checks of school personnel. Fingerprinting. Termination or dismissed. (as amended by PA 01-173, PA 04-181 and June 19 Special Session, PA 09-1, PA 11-93, PA 16-67, ~~and~~ PA 18-51, **and PA 19-91**)

[29-17a](#) Criminal history checks. Procedure. Fees.

PA 16-67 An Act Concerning the Disclosure of Certain Education Personnel Records

Criminal Justice Information Services (CJIS) Security Policy, Version 5.4, U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Division, October 6, 2015.

Policy adopted: **November 18, 2019**

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut