

To view this meeting, the livestream link is: <https://vimeo.com/event/729428>

To make a public comment, the call in number is

(US) 1 929-399-4474 PIN: 478 569 182#

Regular BOE Agenda
August 11, 2026

Council Chambers
3 Primrose St.
Newtown, CT 06470
7:00 PM

As stewards of Newtown Public Schools, we commit to conducting ourselves with honesty, integrity, and respect. Guided by Newtown's Core Values and the Portrait of a Graduate, we will strive to prepare every student to think critically and innovate with curiosity; adapt, persevere, and pursue goals with strategic focus; act with compassion, collaborate across differences, and communicate with clarity. We hold ourselves to the same attributes we seek to instill in our students, embodying them in our work together.

AGENDA

1. **PLEDGE OF ALLEGIANCE**
2. **CONSENT AGENDA**
 - A. Minutes from BOE Special Meetings on July 8th, July 14th and July 23rd 2026
 - B. Donation made to Newtown Middle School
 - C. Correspondence Report
3. ****PUBLIC PARTICIPATION**
4. **REPORTS**
 - A. Chair Report
 - B. Superintendent's Report
 - C. Committee and Liaison Reports
5. **PRESENTATIONS**
 - A. School Climate Survey overview — Frank Purcaro
 - B. Facilities Planning Committee — Anne Uberti
6. **OLD BUSINESS**
7. **NEW BUSINESS**
 - A. Discussion and Possible Action on Newtown Middle School Building Project
 - B. Bylaws and Policies Recommended for First Read
 1. Bylaw - Filling Vacancies
 2. Policy 6163. Selection of Library Media Resources, Displays, and Programs
 3. Policy 4100 Appointment of Non-Administrative Certified Personnel
 4. Policy 4200 Appointment of Non-Certified Personnel

5. Policy 4112.8 Nepotism
6. Policy 4113/4214 Employment and Student Teacher Checks

C. Bylaws and Non-mandated Policies to be Rescinded

1. Bylaw 9221 Method of Filling Vacancies
2. Bylaw 9010 Limits of Authority
3. Bylaw 9012 - Legal Responsibilities
4. Bylaw 9020 & 9020.1- Public Statements and Advocacy
5. Bylaw 9020.3 - Recognition of Individual Accomplishment
6. Bylaw 9124 - Recording Secretary
7. Bylaw 9125 - Attorney
8. Policy 0523 Equity and Diversity
9. Policy 4000 Concepts and Roles in Personnel
10. Policy 4111/4211 Recruitment and Selection
11. Policy 4111.3 Plan for Minority Recruitment and Selection
12. Policy 4112.52/4212.52 Use and Disclosure of Criminal Justice Information
13. Policy 4112.6/4212.6 Personnel Records
14. Policy 4114/4214 Assignment/Transfer/Reassignment
15. Policy 4115 Evaluation of Certified Staff

D. Policies to Rescind After Adoption of Replacement Policies

1. 6163.Selection of Library Media Resources, Displays, and Programs
2. 4100 Certified Personnel
3. 4112.8 Nepotism
4. 4113/4214 Employment and Student Teach Checks

8. PUBLIC PARTICIPATION

9. ADJOURNMENT

***During the first Public Participation, the Board welcomes commentary regarding items on the agenda. After being recognized, please state your name and address for the record. Per Board Policy 9325, we request that speakers be respectful and limit comments to not more than three minutes, and we note that public complaints about employees are not permitted during meetings. All such concerns should instead be submitted to the Superintendent. During the second Public Participation, commentary may address the agenda or may introduce issues for the Board to consider in the future. The Board does not engage in dialogue during either public comment period. If you desire more information or answers to specific questions, please email the Board: NewtownBOE@newtown.k12.ct.us*



**Board of Education
Newtown, Connecticut**

Please Note: These minutes are pending Board approval.

Minutes of the *Special Board of Education Meeting* held on July 8, 2026 at 6:00 pm.
BOE Conference Room 1, Municipal Building, 3 Primrose Street, Newtown, CT.

Members Present: A. Plante, M. Beylouni, D. Linnetz, J. Vouros, D. Ramsey, C. Gilson
(Remote)

Members Absent: S. Tomai

Staff Present: A. Uberti, Superintendent, F. Purcaro, Asst. Superintendent

Public: 1 Public, 1 Press

1. CALL TO ORDER: The meeting was called to order at 6:07 PM.

2. APPROVE OUTSTANDING MEETING MINUTES:

MOTION: Mr. Ramsey made a motion that the Board of Education approve the minutes from June 2nd, June 10th, June 18th and June 24th 2026. Seconded by Ms. Linnetz. The motion passed unanimously.

3. APPROVE EDUCATIONAL PERSONNEL CONTRACT:

MOTION: Mr. Ramsey made a motion to ratify the Educational Personnel Contract. Seconded by Ms. Linnetz. The motion passed unanimously.

4. PRELIMINARY STUDENT ASSESSMENT DATA: The Board received and discussed preliminary student assessment data from the 2025-2026 school year. For key findings and the entire set of BOE Retreat Meeting materials, please click [HERE](#)

5. OVERVIEW of DISTRICT SCHOOL CLIMATE SURVEY RESULTS: The Board reviewed the results from the District School Climate Survey and engaged in a detailed discussion regarding the transition to a new framework. Key discussion points included:

- **Framework and Protocol Shift:** The district has transitioned from traditional bullying protocols to a broader "challenging behavior" framework, which began in early Fall 2025.
- **Legislative Mandates:** It was noted that these climate changes are mandated by state legislation rather than local policy updates. Standardized surveys are now strictly aligned with Connecticut state climate standards.

- **Leadership Structure:** The framework utilizes a district-appointed climate coordinator (Assistant Superintendent Purcaro) and school-based climate specialists in every building (the Assistant Principals).
- **Facility Aesthetics and Atmosphere:** Discussion touched on creating inclusive environments, such as the Middle School "Rise Up" slogan, and the impact of school facilities conditions on school climate.

6. K-12 PROFESSIONAL LEARNING: The Board discussed the district's focus areas for this year's professional development. They include inquiry-based instruction and critical thinking skills development, as well as year 2 of the district's focus on artificial intelligence (literary, student-facing tools, resources for educators).

7. LEVERAGING TEACHER EVALUATION: The Board discussed the current methods for leveraging teacher evaluations within the district, and the learnings from the implementation of the new teacher evaluation system this past school year.

8. BOARD SELF REFLECTION: The Board conducted a self-reflection session regarding its operations and goals and how they align with the district's vision of "Reflect, Refine, Reach Higher" Two areas for improvement:

- **Meeting Alignment with District Goals:** Ensuring that Board meetings are clearly aligned with the District's strategic goals and priorities
- **Professional Development:** The Board plans to identify areas for its own professional development and prioritize time for these sessions throughout the year, including topics like the impact of technology on children and a refresher on the role / responsibilities of Board of Education members.
- **Community Engagement:** Determining how to better ensure parent, community, and student voice is incorporated into the Board's discussions and decisions.

9. PUBLIC PARTICIPATION: None

10. ADJOURNMENT MOTION: *Mr. Vouros made a motion to adjourn. Seconded by Ms. Linnetz. The motion passed unanimously. The meeting adjourned at 9:37 PM.*

Respectfully Submitted,

Don Ramsey, Secretary



**Board of Education
Newtown, Connecticut**

Please Note: These minutes are pending Board approval.

Minutes of the *Special Board of Education Meeting* held on July 14, 2026 at 7:00 pm.
BOE Conference Room, 3 Primrose Street, Newtown, CT

Members Present: A.Plante, M. Beylouni, D.Linnetz, J.Vouros, D. Ramsey, S.Tomai

Members Absent: C.Gilson

Superintendent Uberti also present

CALL TO ORDER: Meeting was called to order at 7:02 PM

EXECUTIVE SESSION:

MOTION: Ms.Linnetz moved that the Board of Education enter into executive session to discuss the security strategy and the weapons detection system implementation and invite Superintendent Uberti to join. Seconded by Mr. Vouros.

Motion passed unanimously and the Board entered into executive session at 7:03pm.
The Board exited executive session at 8:16pm.

PUBLIC PARTICIPATION: None

MOTION: Ms. Linnetz made a motion to adjourn the meeting. Seconded by Mr. Vouros. The motion passed unanimously.

ADJOURNMENT:

Meeting adjourned at 8:17pm.

Respectfully Submitted,

Mandi Poseno, Clerk



Minutes of the Special Board of Education Meeting - July 23, 2026, 5:15 PM
BOE Conference Room, 3 Primrose Street, Newtown CT 06470

Please note: These minutes are pending Board approval

Members Present: Alison Plante, Doria Linnetz (virtual), Donald Ramsey, Melissa Beylouni (virtual)

Staff Present: Anne Uberti, Superintendent; Tanja Gouveia, Director of Business & Finance; John Barlow, Director of Facilities

Public: None

Mrs. Plante called the meeting to order at 5:20 PM.

1. DISCUSSION AND POSSIBLE ACTION ON THE NEWTOWN HIGH SCHOOL FIRE ALARM SYSTEM REPLACEMENT

Mr. Ramsey moved that the Board of Education approve the contract with Troy Systems LLC for the replacement of the Newtown High School fire alarm system in the amount of \$249,824.92. Seconded by Ms. Beylouni. Motion passes unanimously.

2. PUBLIC PARTICIPATION - None

3. ADJOURNMENT

Mr. Ramsey moved to adjourn the meeting. Seconded by Ms. Linnetz. Motion passed unanimously and the meeting was adjourned at 5:24pm.

X. _____



NEWTOWN PUBLIC SCHOOLS

Poseno, Mandi <posenom@newtown.k12.ct.us>

Donation Received - BOE approval needed

Zimmerman, Suzanne <zimmermans@newtown.k12.ct.us>

Tue, Jul 21, 2026 at 7:05 AM

To: Mandi Poseno <posenom@newtown.k12.ct.us>

Hi Mandi. I know you are leaving on vacation, but wanted you to know that on July 20th we received a donation of \$25000.00 [REDACTED]. We will need board approval to accept and deposit the check. Each year, [REDACTED] has been generously donating to NMS to cover the cost of field trips and other student activities for our families in need. Would you mind putting it on the next BOE agenda. Thank you!

Have a great vacation!

Sue Zimmerman

Executive Assistant - Principal's Office

Newtown Middle School

zimmermans@newtown.k12.ct.us

<https://nms.newtown.k12.ct.us/>

203-426-7642





Newtown Public School District

Newtown Board of Education

Correspondence Report 06/24/2026 – 08/10/2026

Date	Sender Name	Subject
06/24/2026	Alson Plante	Reminders on Times/Location for Tonight's Meeting
06/26/2026	Mandi Poseno	Invitation: BOE Retreat @ Wed. July 8, 2026 6PM -9PM
06/26/2026	Mandi Poseno	Invitation: BOE Meeting @Tuesday, July 14, 2026 7PM –(PM
06/28/2026	Alison Plante	Weekly Update – June 28th
07/07/2026	BoardBook	Meeting Notification: July 8, 2026 at 6:00PM – Special Meeting
07/07/2026	Alison Plante	FWD: Meeting Notification: July 8, 2026 at 6:00PM – Special BOE Meeting
07/08/2026	Alison Plante	Weekly Update July 5
07/09/2026	Anne Uberti	Executive Session Request
07/10/2026	BoardBook	Meeting Notification: July 14, 2026 at 5:00PM – Policy Sub - Committee
07/10/2026	BoardBook	Meeting Notification: July 14, 2026 at 7: PM – Special BOE Meeting
07/13/2026	Alison Plante	Weekly Update – July13
07/20/2026	R. Kiely via Newtown	School Climate Survey
07/20/2026	Alison Plante	Please Read: Brief Special Meeting for Bid Award
07/21/2026	Anne Uberti	Important Update
07/21/2026	Anne Uberti	Invitation: Special BOE Meeting @ Thursday July 23, 2026 5:15PM – 5:15PM
07/21/2026	BoardBook	Meeting Notification: July 23, 2026 at 5:15PM – Special BOE Meeting
07/22/2026	Alexandra Richter	Concern Regarding Cheerleading Coach Affiliation and Student Safety
07/22/2026	Anne Uberti	Reed Leadership Update
07/24/2026	Anne Uberti	Friday Notes 7.24.2026
07/29/2026	Anne Uberti	Reed Leadership Update
07/30/2026	Susan Marcinek	BOS Agenda 8/3/26
07/31/2026	Susan Marcinek	BOS Public Hearing Continuance 8/3
07/31/2026	Susan Marcinek	Correct PH Continuance Attached 8/3/2026
07/31/2026	Susan Marcinek	8/23/2026 Amended Agenda
08/04/2026	Susan Marcinek	BOS Public Hearing Minutes 8/3/2026
08/04/2026	Susan Marcinek	BOS Min/att. 8/3/26
08/06/2026	BoardBook	Meeting Notification: August 11, 2026 at 5:00 PM – Policy Sub-Committee Agenda

08/06/2026	Mandi Poseno	Invitation: BOE Meeting @ Tuesday August 11, 2026 7 PM – 9 PM
08/06/2026	Pullman and Comley	School Law Webinar - The 2026 Connecticut Legislative Session: Important Updates for School Districts [REDACTED]
08/06/2026	Lindsey Kopp	Weapons Detection System
08/07/2026	Lily Altavena via Newtown BOE	Connecticut FOI Request – School Security Vendor Communications, 2025 - Present
08/07/2026	BoardBook	Meeting Notification: August 11, 2026 at 7:00 PM - Regular BOE Agenda
08/08/2026	Alison Plante	Weekly Update – August 8th

The Correspondence Report reflects a periodic summary of correspondence received by the Newtown Board of Education. In accordance with applicable privacy laws and Board policies, certain communications may be excluded from the Report from time to time.



REFLECT. | REFINE. | REACH HIGHER.

District & School Climate Survey Results

Presentation to Newtown Board of Education

August 11, 2026





REFLECT.

REFINE.

REACH HIGHER.



School Climate Survey

- Revised for 2025-26 School Year
- Aligned to CT School Climate Standards
- Developed in conjunction with EdAdvance
- Administered via the ThoughtExchange Platform
 - Results immediately reported
 - AI analysis
- [District Results](#) Reported to BOE on July 8th (Retreat)

District and School Survey Format

- Questions in 3 focus areas:
 - Perception of School
 - Perception of Safety
 - Perception of Learning
- 8 closed questions per area - 24 total questions
- Likert Scale: Always, Often, Sometimes, Never
- An additional 2 open-ended response questions for each survey
- **Favorability Score** - Percentage of respondents who answers **always** and **often** to the question



ThoughtExchange



Email

purcarof@newtown.k12.ct.us

Password

.....



Log in

[Forgot password?](#)

 ThoughtExchange Engage



Newtown Students (grades 3-6, Spring '26)

Jun 9, 2026

Complete



Newtown Students (grades 7-12, Spring '26)

Jun 9, 2026

Complete



Newtown Staff (Spring '26)

Jun 9, 2026

Complete



Newtown Parents (Spring '26)

Jun 9, 2026

Complete

Overall Climate Survey Results

For **each** school, the Overall Climate Survey Results include...

- AI Summary
- Common Themes/Categories
- Areas to Investigate Further

ThoughtExchange Engage		
	Newtown Students (grades 3-6, Spring '26)	Jun 9, 2026 Complete
	Newtown Students (grades 7-12, Spring '26)	Jun 9, 2026 Complete
	Newtown Staff (Spring '26)	Jun 9, 2026 Complete
	Newtown Parents (Spring '26)	Jun 9, 2026 Complete



REFLECT. | REFINE. | REACH HIGHER.

Results - Students Grades 3-6



District Results Example - Grades 3-6

Quick Recap of this engagement

Summary

The overall sentiment from the survey indicates that students generally feel positive about their school environment, with a strong sense of safety and support from teachers. Most students enjoy coming to school, with 40% stating they often like it, and 18% always liking it. A significant majority, 77%, always have friends in class, and 63% feel their teachers always help them when asked. However, there are areas for improvement, such as the desire for longer recess and lunch periods, better food options, and more engaging school activities. The qualitative responses suggest that students appreciate when teachers understand their learning styles and provide personalized support.

Categories/Themes

School Environment: Students generally feel safe at school, with 59% always feeling safe and 31% often feeling safe. They appreciate the support from teachers, with 63% always receiving help when needed. However, some students express concerns about bullying and the need for better supervision during recess and lunch.

Social Interactions: Friendships are a strong aspect of the school experience, with 77% always having friends in class. Students feel liked by their peers, with 42% often feeling liked. There is a desire for more opportunities to socialize, such as sitting with friends during lunch and having more inclusive activities.

Academic Support: Students feel their teachers want them to succeed, with 89% always believing their teachers want them to do well. They appreciate when teachers provide extra help and understand their learning styles. However, some students suggest improvements in teaching methods, such as more engaging lessons and personalized support.

Extracurricular Activities: There is a desire for more school-wide events and assemblies, with suggestions for more clubs and activities that cater to diverse interests. Students also express a need for more fun and engaging activities during recess and lunch.

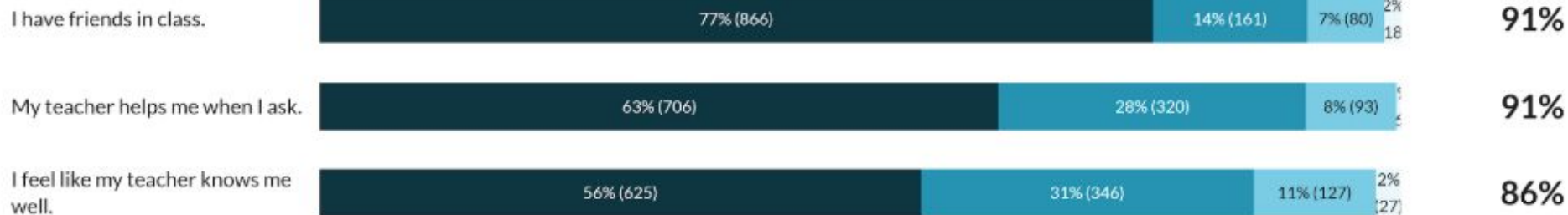
Facilities and Resources: Students have expressed a need for better food options in the cafeteria and more time for recess and lunch. There are also suggestions for improving playground equipment and providing more resources for creative activities.

Areas to Investigate

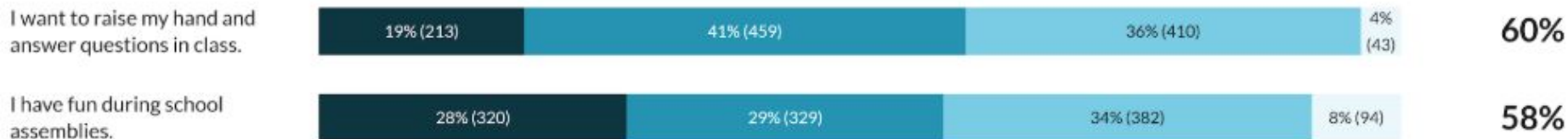
- **Bullying and Supervision:** Despite the positive sentiment, there are concerns about bullying and the need for better supervision during recess and lunch. This is highlighted by the 7% who feel students never stick up for each other if someone is being mean.
- **Food Quality:** The quality of food in the cafeteria is a recurring concern, with suggestions for better and more affordable options.
- **Recess and Lunch Duration:** Many students express a desire for longer recess and lunch periods, indicating a need to reassess the current schedule to better accommodate students' needs.

Favorability Scores - Students Grades 3-6

Celebrations:



Focus Areas:



Development of School Climate Improvement Plans

- **School Climate Goal:** Based on school climate results after initial review by school climate committees
- Integrated directly into School Strategic Goals/Plan
- Developed and sent to the District Climate Coordinator by December 31st of each year
- Posted for public view on the district webpage

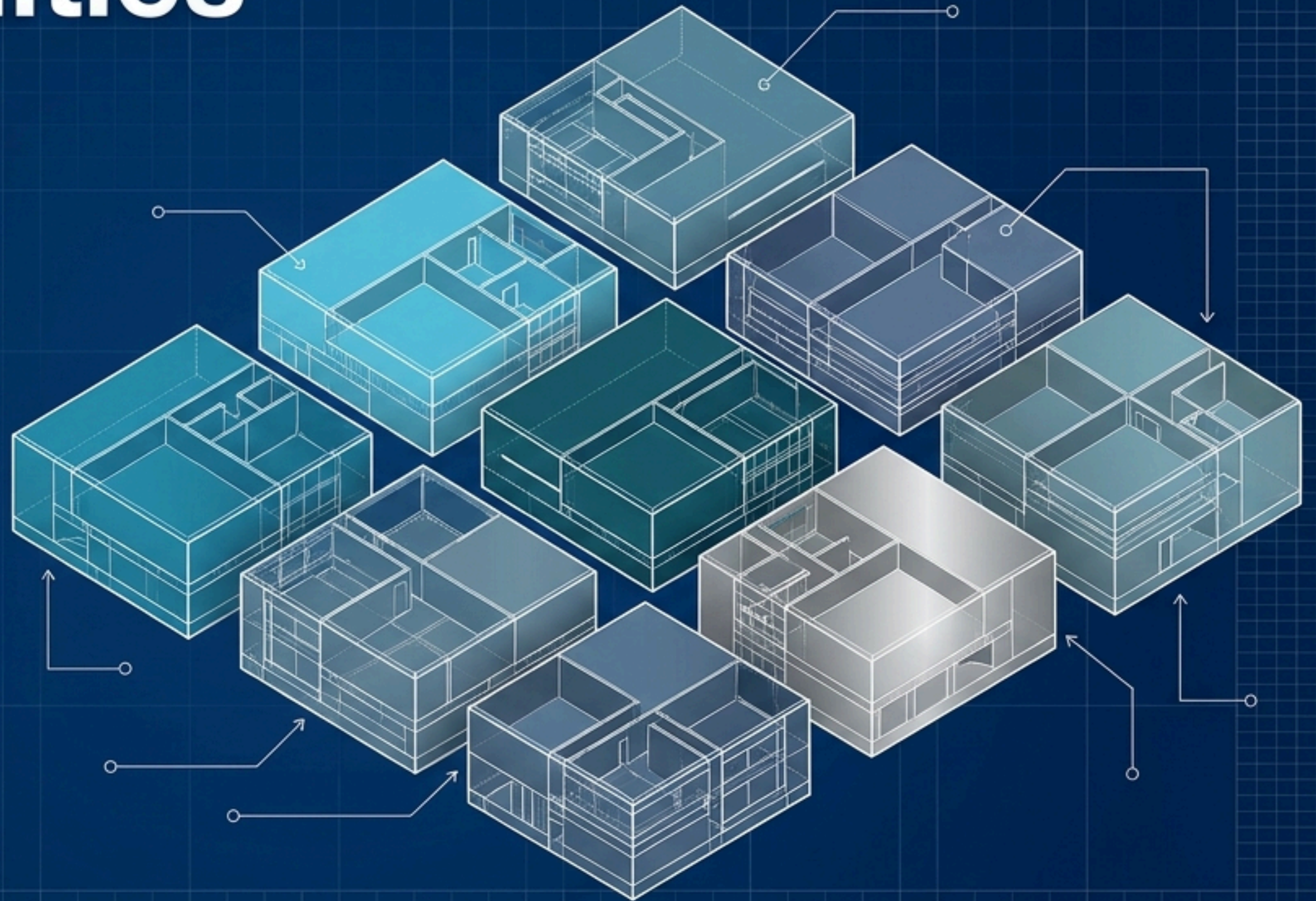
Goal 5. (Family and Community Relations) Cultivate strong, reciprocal partnerships with families and the community to support student learning and well-being.
Strategy 1. In line with district priorities, Hawley School will set School Climate Improvement Goals



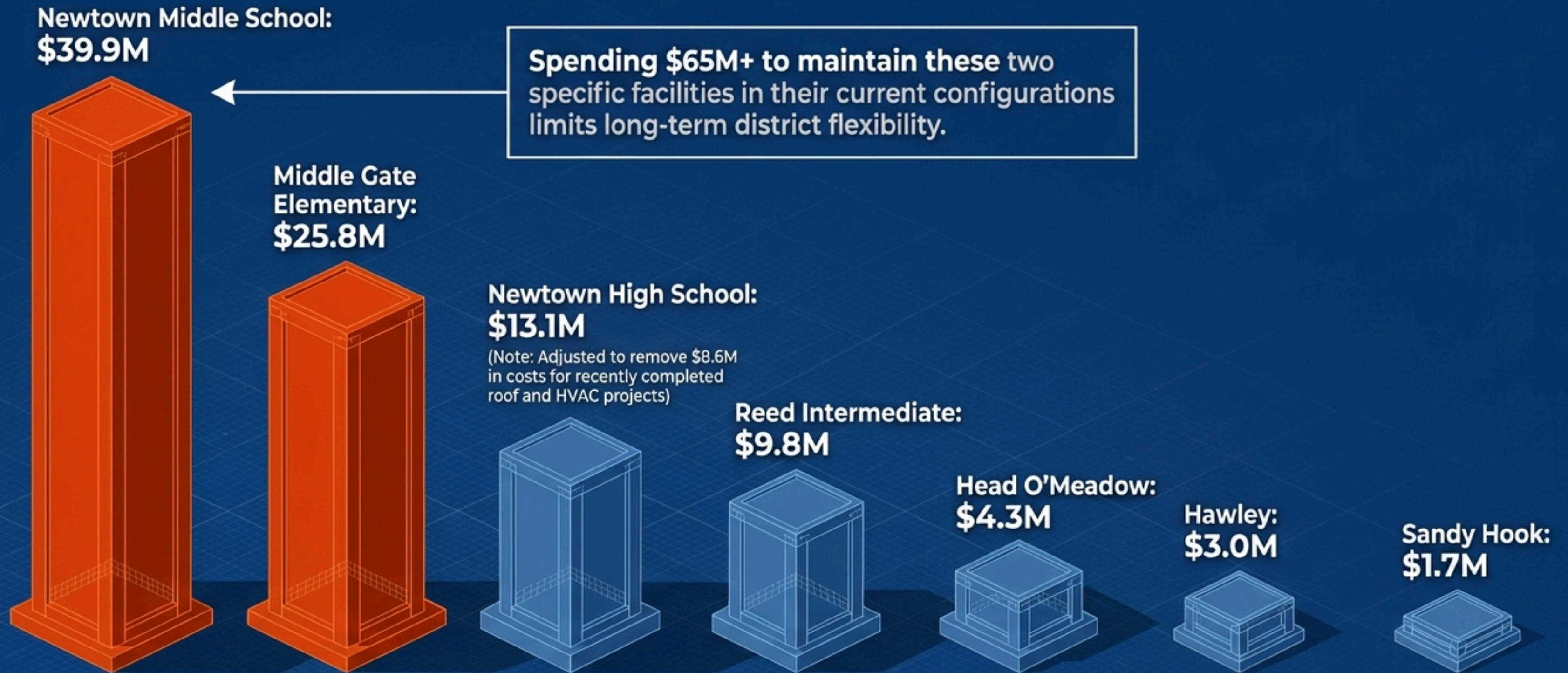
Questions / Comments

District Facilities Master Plan

Strategic Options &
Capacity Analysis for
Newtown Public
Schools

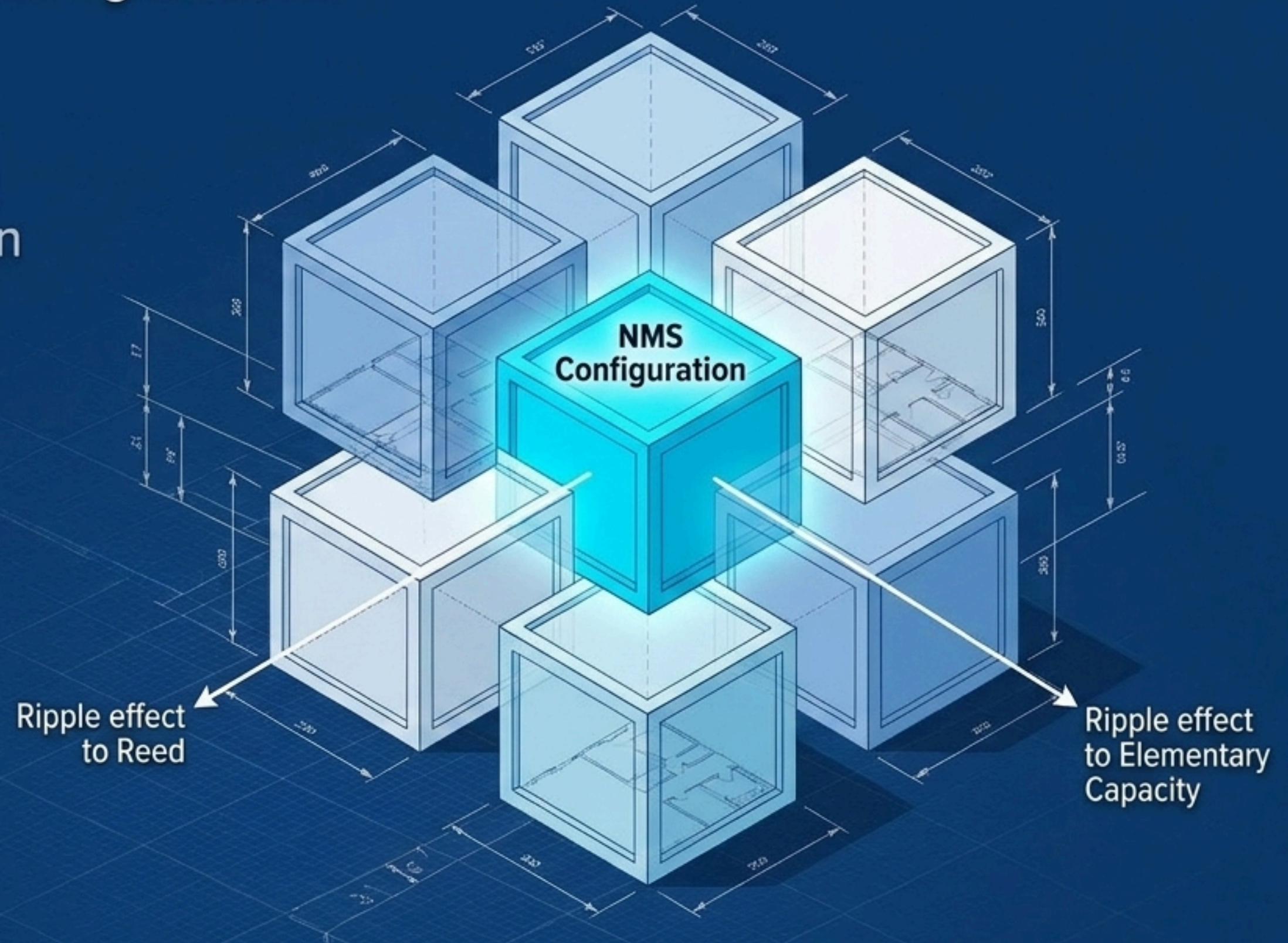


Maintaining the current district footprint requires \$97.6M in capital investment over 10 years.



Facilities planning requires treating the district as one interconnected system.

A single decision regarding our highest-need facility dictates the available spatial and operational options for every other building in the district.

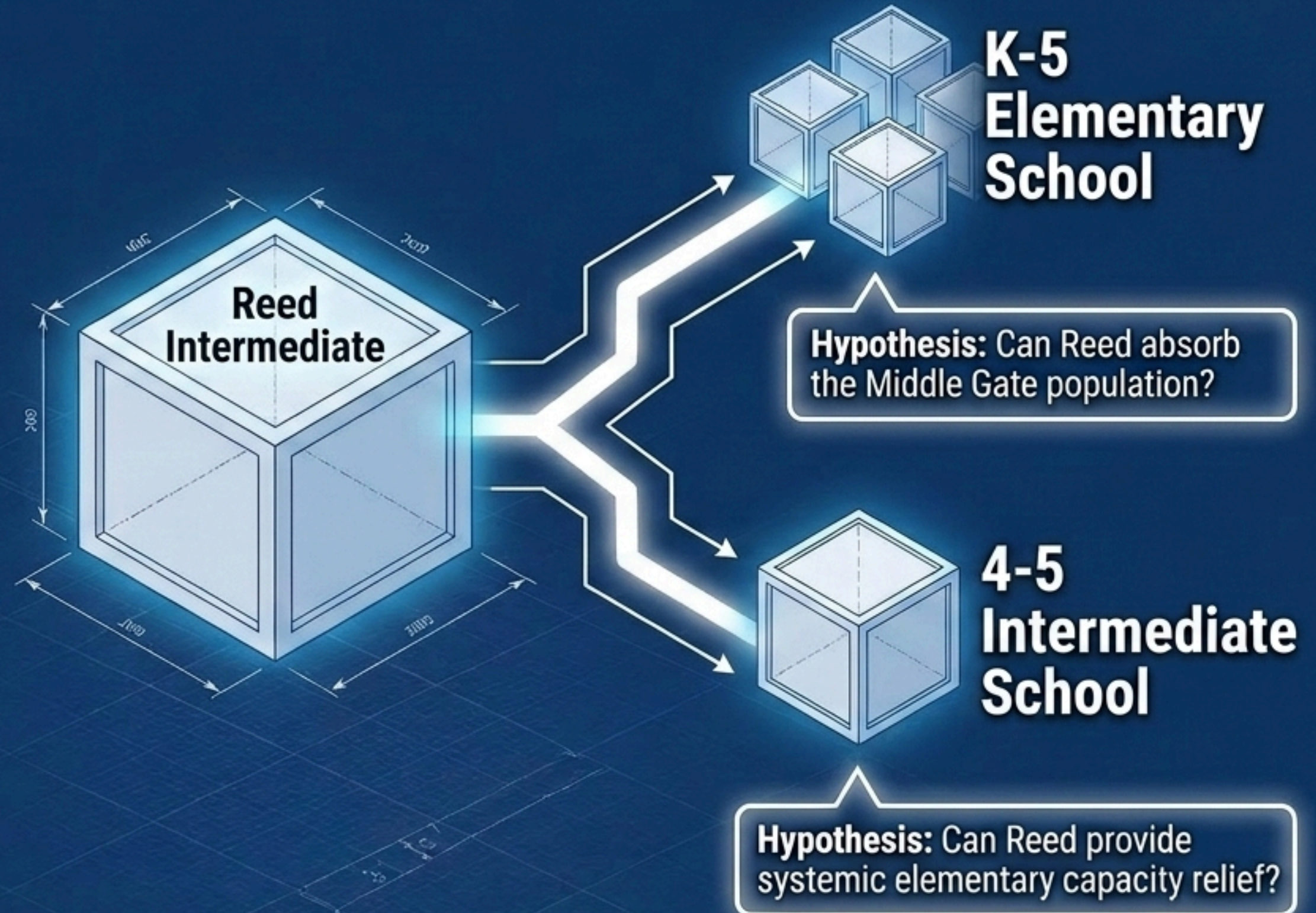


Determining the future of Newtown Middle School dictates district-wide flexibility.

	Renovate Existing NMS (7-8)	Build New 6-8 MS
Educational Model	Locks district into a 7-8 model due to lack of space for an additional grade.	Enables a modern 6-8 middle school instructional model.
State Reimbursement Impact	Incurs state reimbursement penalty (existing 175,000 sq ft building exceeds the state allowable area of 167,121 sq ft).	Optimized for maximum state funding eligibility based on projected 1,030 student enrollment.
Construction Logistics	Forces a highly disruptive occupied renovation in a sprawling building with long travel distances and no elevator.	Clean construction process with minimal disruption to current students.
Downstream District Flexibility	Zero impact. All other schools remain in current configurations.	Pulls 6th grade out of Reed, opening critical strategic space to relieve elementary pressures.

Building a 6-8 Middle School vacates the 6th grade, requiring a strategic reconfiguration of Reed.

With 6th grade gone, Reed Intermediate's utilization would drop to approximately 70%. The district must repurpose this facility to optimize operations.



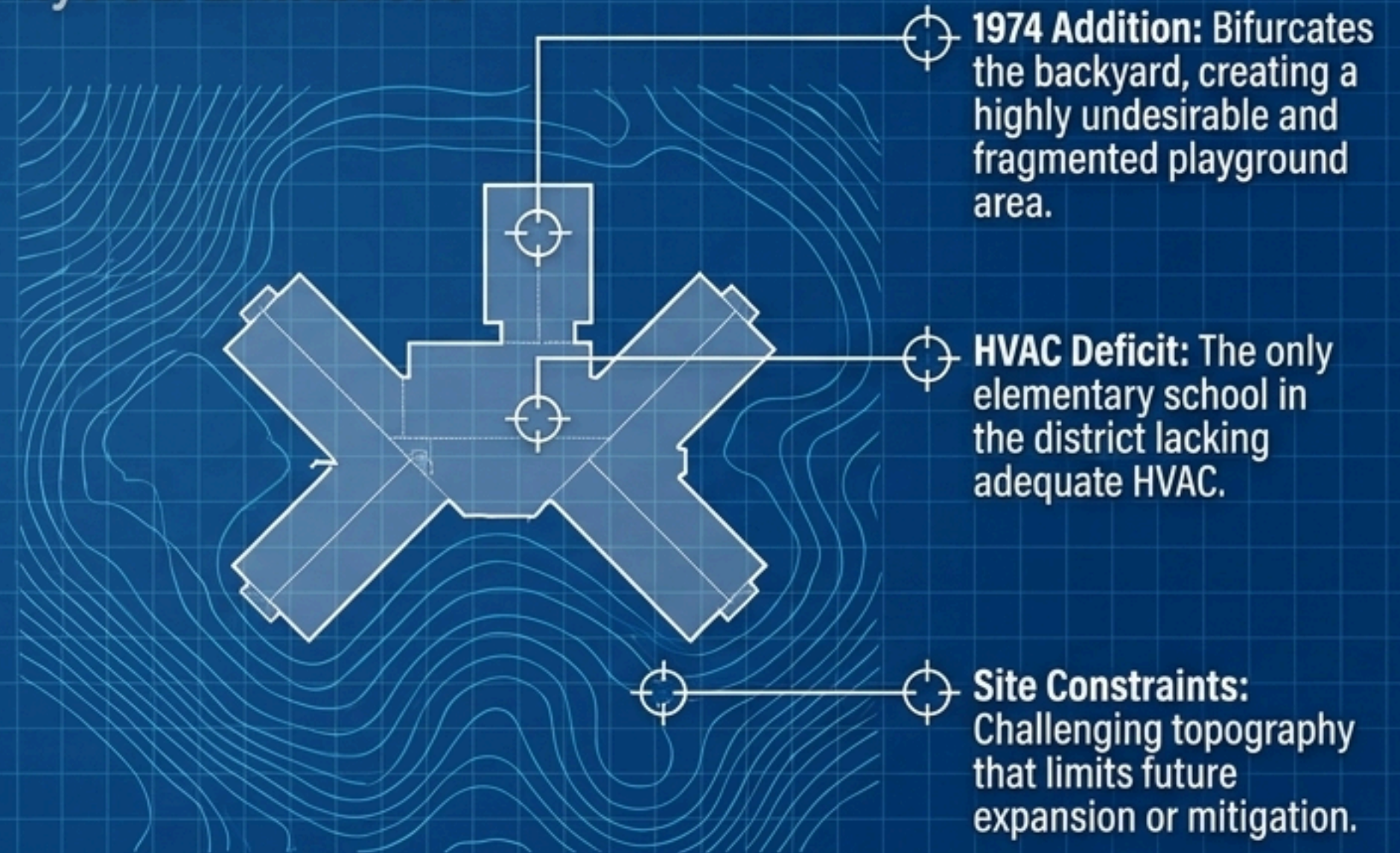
Middle Gate requires \$25.8M in capital investment while facing severe site and condition limitations.

Financial

\$25.8M

Projected to exceed 100% capacity (101%) beginning in the 2029-30 school year.

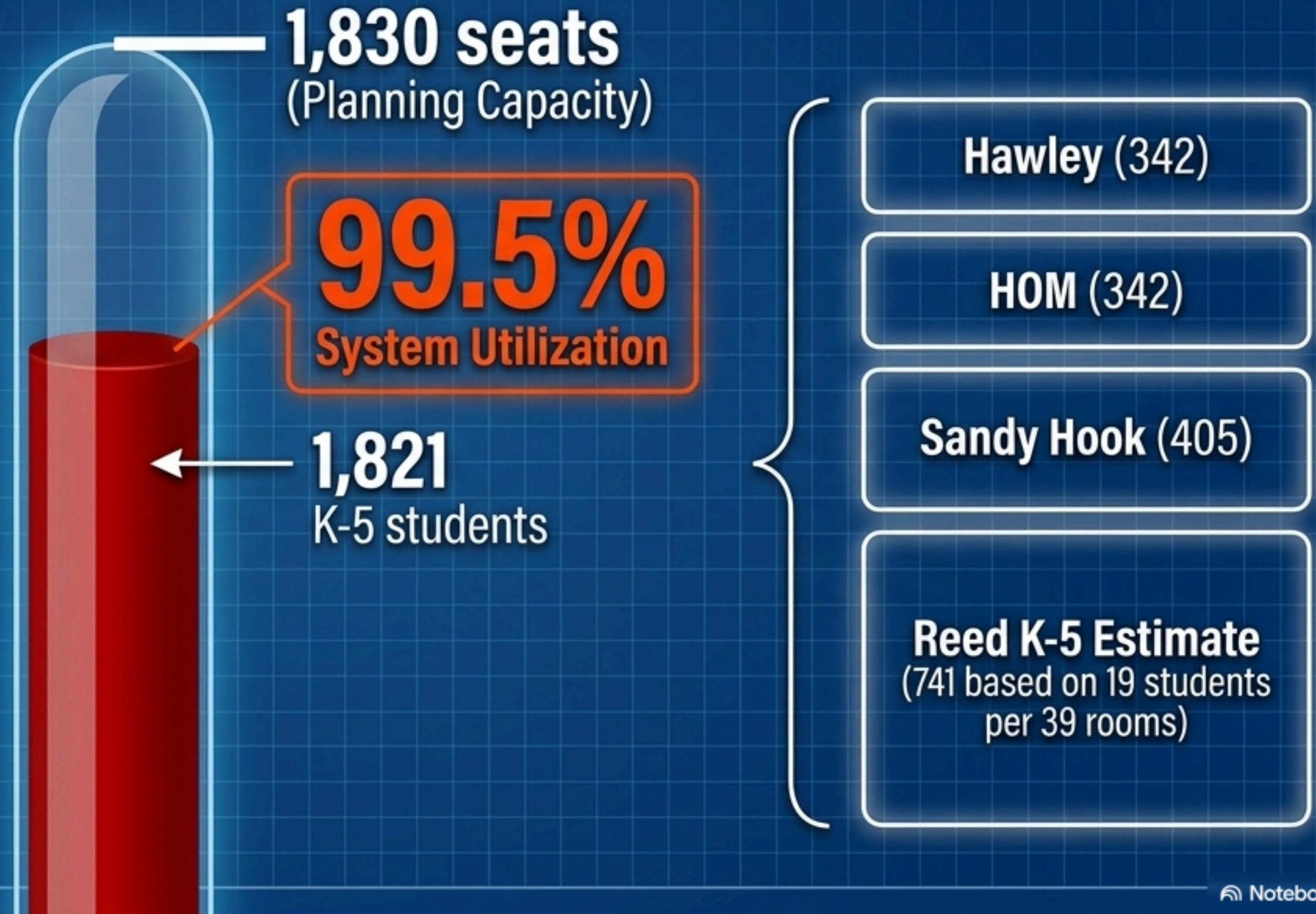
Physical Limitations



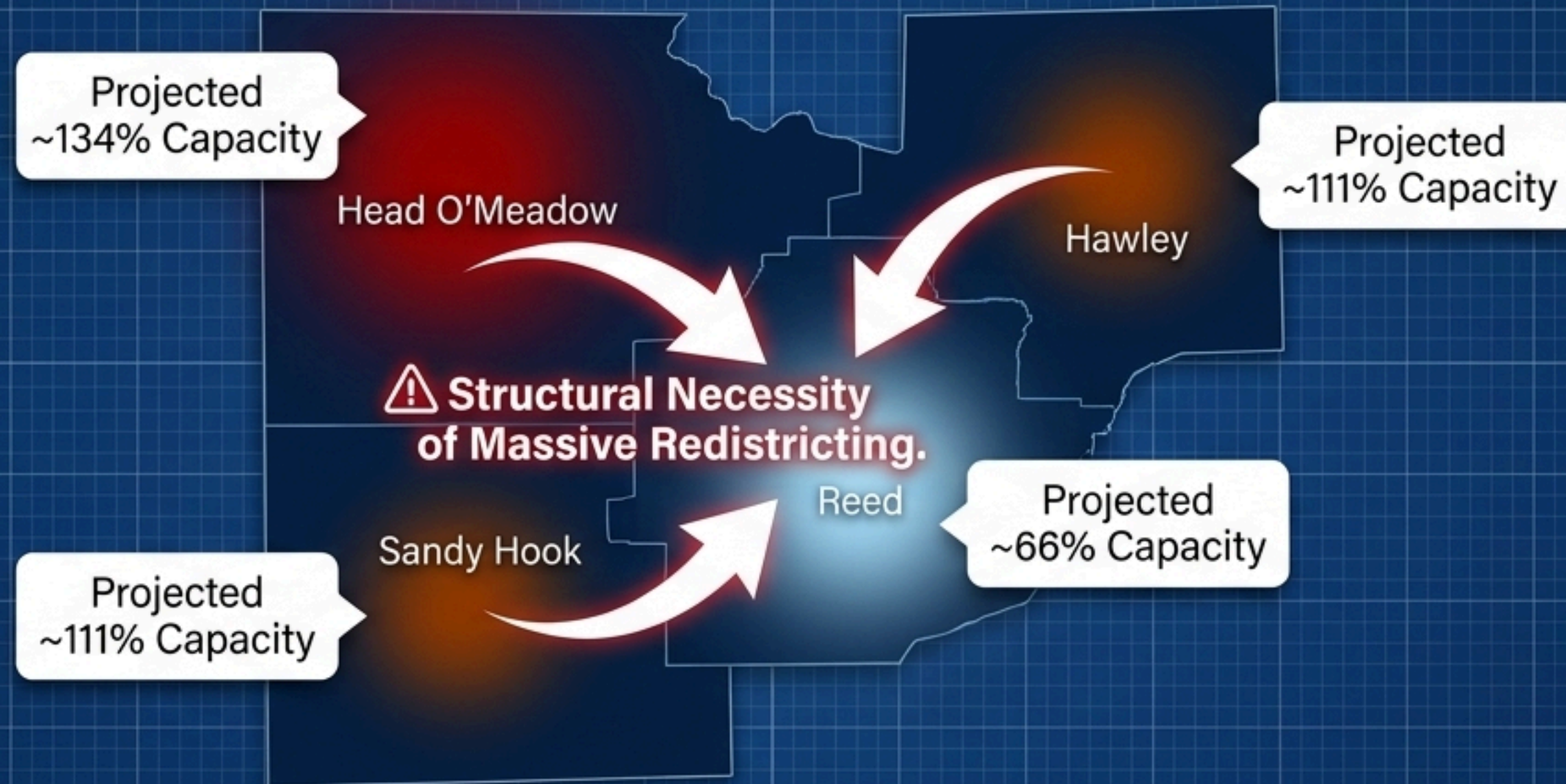
Consolidating to four K-5 elementary schools leaves a district-wide margin of only nine seats.

By 2030-31, projected K-5 enrollment hits 1,821.

With Middle Gate closed, the district's maximum planning capacity across Hawley, Head O'Meadow, Sandy Hook, and a K-5 Reed is 1,830.



A K-5 Reed scenario forces aggressive district-wide redistricting and sacrifices specialized program spaces.



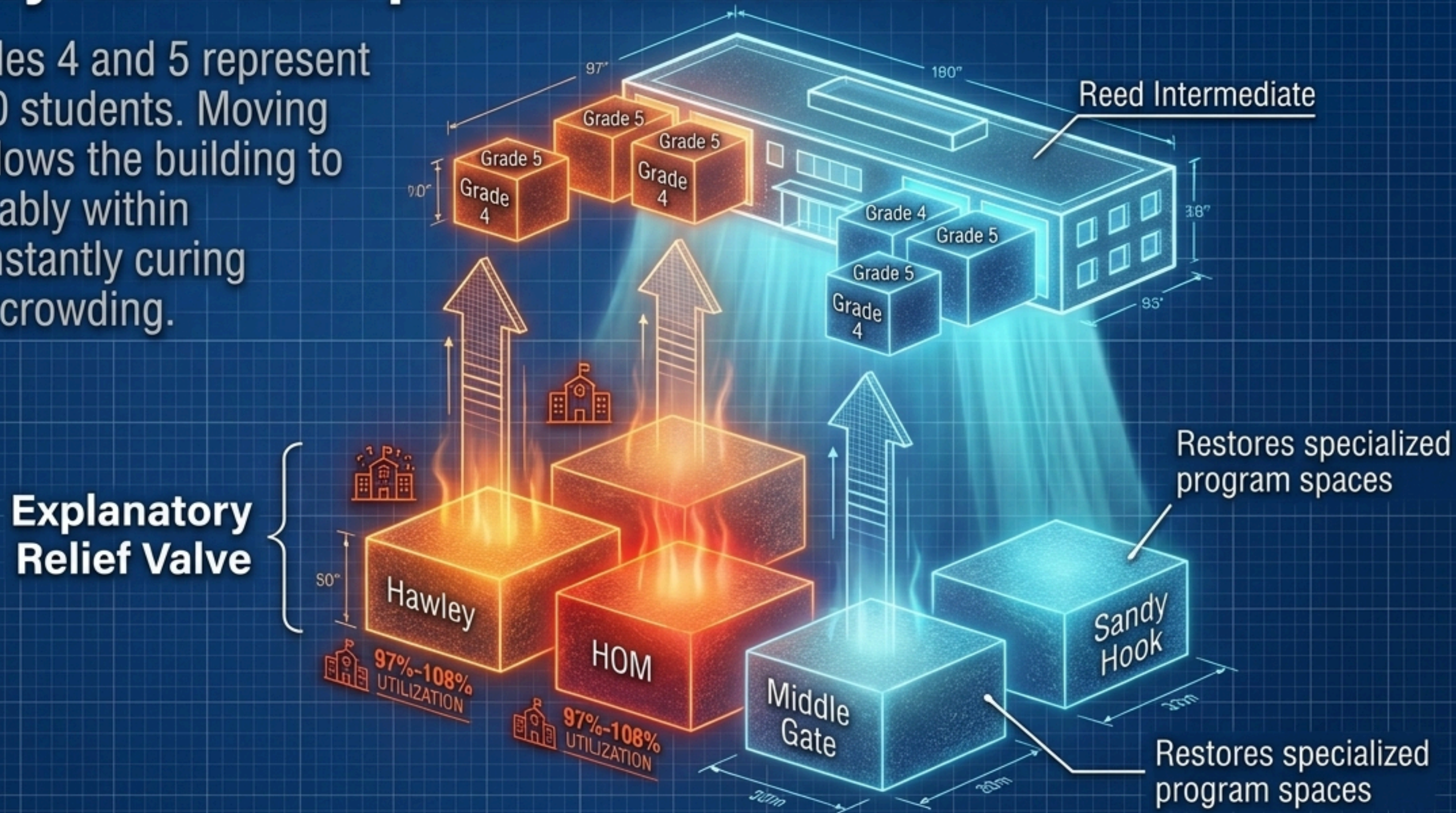
Zero buffer for enrollment fluctuations.

Loss of dedicated Art, Music, and Library/Media spaces.

Insufficient space for Special Education and Intervention.

Configuring Reed as a 4-5 intermediate school acts as a system-wide pressure release valve.

Cohorts for grades 4 and 5 represent roughly 600-650 students. Moving them to Reed allows the building to operate comfortably within its scale while instantly curing elementary overcrowding.



Comparing Reed configurations proves the 4-5 model delivers superior operational stability.

	Reed as K-5	Reed as 4-5
System Utilization	99.5% (Dangerously tight)	Comfortable capacity with breathing room for enrollment bubbles.
Neighborhood Zones	Requires immediate, massive district-wide redistricting.	Preserves existing elementary attendance boundaries.
Operational Program Space	Cannibalizes art, music, and special education rooms to hit capacity.	Preserves specialized elementary program spaces.
The Middle Gate Issue	Attempts to solve Middle Gate now, but breaks the rest of the district.	Isolates Middle Gate for targeted evaluation in Phase II without capacity panic.

Recommendation: A phased master plan that creates immediate capacity relief while isolating Middle Gate for long-term evaluation.

Phase I: Action (Years 1-3)

Phase II: Evaluation (Years 3-5)

Track 1: Advance planning and construction of a new 6-8 Middle School.

Track 2: Repurpose Reed into a 4-5 Intermediate School.

Outcome: Delivers modern 6-8 instructional model and relieves all K-3 elementary capacity pressures.

Track 1: Comprehensive long-range evaluation of Middle Gate (Renovate vs. Replace).

Outcome: Allows a \$25.8M decision to be made based on site alternatives and long-term value, free from the pressure of current district-wide overcrowding.

YEARS 1-3

Initiating Phase I requires actionable commitments from the Building Facilities Committee



1. Formally Adopt the 6-8 Model: Recommend the Board of Education approve the K-3, 4-5, 6-8, 9-12 district configuration.



2. Initiate Middle School Feasibility: Authorize architectural and demographic studies specific to building a new 6-8 facility.



3. Defer Middle Gate Capital Expenditure: Pause major investments in Middle Gate beyond essential life-safety, moving its comprehensive resolution to Phase II of the Master Plan.

Resolution of the Newtown Board of Education

Recommendation for a New Grades 6–8 Middle School

WHEREAS, in April 2026, the Board of Education established the Building Facilities Planning Committee to review the District's long-term facilities needs and develop recommendations for the Board's consideration; and

WHEREAS, the Building Facilities Planning Committee was comprised of members of the Board of Education, the First Selectman, representatives of the Board of Finance and Legislative Council, district administrators, teachers, and parents; and

WHEREAS, the Committee reviewed and considered extensive information, including a Facilities Condition Assessment, enrollment projections, a districtwide capacity study, educational programming needs, and multiple facility options; and

WHEREAS, following months of study, discussion, and public meetings, the Committee reached unanimous consensus to recommend that the Board of Education pursue construction of a new Grades 6–8 middle school as the District's highest facilities priority; and

WHEREAS, the Board of Education has carefully considered the Committee's recommendation and finds that construction of a new Grades 6–8 middle school represents the District's highest facilities priority; and

WHEREAS, the Board further finds that, if a new Grades 6–8 middle school is constructed, repurposing Reed Intermediate School to serve students in Grades 4 and 5 is the preferred educational configuration because it would alleviate existing and projected space constraints at the District's four elementary schools; and

WHEREAS, the Board recognizes that Middle Gate School continues to experience significant facility, site, and educational space challenges that warrant future attention; and

WHEREAS, the Board has determined that the most responsible approach is to first address the District's most pressing facilities need through construction of a new Grades 6–8 middle school and, should that project advance, undertake a separate planning process to evaluate the future needs of Middle Gate School and identify appropriate long-term solutions.

NOW, THEREFORE, BE IT RESOLVED, that the Newtown Board of Education recommends to the Town of Newtown that it proceed with a school building project to construct a new Grades 6–8 middle school.

Series 9000
Bylaws

FILLING VACANCIES ON THE BOARD

1. Per Newtown's Charter, if a vacancy occurs in the office of any member of the local Board of Education, then the successor shall be determined by:
 - (1) A majority vote of the remaining members of the same political party of the former member provided said vote occurs within 45 days of vacancy;
 - (2) A majority vote of the remaining members regardless of party affiliation after 45 days.
 - (3) Should the vacancy still not be filled after 90 days, then the current Chair of the Board of Education shall appoint the successor.
 - (4) Should all seats on the Board of Education become simultaneously vacant, then a special election shall be called to fill all seats
 - (5) Any successor(s) so appointed shall serve until the next regular town election for Board of Education positions, at which election a successor shall be elected for the unexpired portion of the term, the official ballot specifying the vacancy to be filled.
2. The vacancy will be publicly posted.
3. In filling the vacancy, the Board shall consider, but not exclusively, recommendations from town committees of the appropriate registered political parties, as well as other appropriate sources. The Board may interview persons so identified.
4. If a vacancy occurs on the Newtown Board of Education (the "Board"), the remaining members of the Board shall fill such vacancy at a meeting or a special meeting convened for that purpose.
5. A member resigning from the Board should present a written letter of resignation to the Board Chair and Newtown Town Clerk.

Legal Reference:

Connecticut General Statutes
10-219 Procedures for filling vacancy on local board of education

ADOPTED: _____
REVISED: _____

Instruction**Selection of Library Media Resources, Displays, and Programs**

The Newtown Board of Education (the “Board”) is legally responsible for all matters relating to the operation of its schools, including the library media centers. The Board recognizes the school library media center as a place for voluntary inquiry, the dissemination of information, and free expression, where students have access to a broad range of ideas and perspectives. The Board has adopted this policy after consulting with the Superintendent of Schools, the Assistant Superintendent (as the Director of Curriculum), and a certified school librarian employed by the Board, as required by state statute. The Board delegates to the Superintendent of Schools the authority and responsibility for library materials in all formats, library displays, and student programs. Responsibility for selection and maintenance of library materials rests with professionally trained library personnel (“library media specialists”) acting under the supervision of the building administrator, Assistant Superintendent, and Superintendent, using the Board’s selection and weeding criteria and procedures as described in this policy. The Board shall review and update this policy every five (5) years.

Definitions

For the purposes of this policy:

- **“Individual with a vested interest”** means any school staff member employed by the Board, any student currently enrolled in the District, or a parent/guardian of a student currently enrolled in the District.
- **“Remove”** means deliberately taking library material out of a library’s collection. “Remove” does not include the process of “weeding” (clearing materials that are no longer useful).
- **“Library and Other Educational Material”** means any material maintained in a school library media center or otherwise made available to students, including but not limited to books, periodicals, digital resources, databases, audiovisual materials, and software, whether or not such materials are required for classroom instruction.

Selection Criteria

The Board has developed library media materials selection criteria with the following goals:

- To implement the educational goals and instructional objectives of the Newtown Public Schools (the “District”);
- To assist library media specialists in the selection of library materials;
- To inform the public about criteria upon which library selections are made;
- To maintain a well-balanced and broad collection of materials for information, reference, and research;
- To represent differing viewpoints on controversial issues;
- To provide a diverse collection that contains content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences;
- To promote critical thinking and a love of lifelong learning by offering students a wide array of print and non-print materials;
- To provide recreational media resources; and
- To ensure all materials, displays, and programs are evaluated and made accessible in accordance with the protections against discrimination set forth in Connecticut General Statutes §10-15c, including, but not limited to, discrimination based on race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.

The District shall not remove any library materials, displays, or programs because of the origin, background, or viewpoints expressed in them or those of the creator. The removal, exclusion, or censoring of any material on the sole basis that an individual with a vested interest finds such material offensive is prohibited.

Selection and Age Appropriateness Procedures

Selection of library media materials will be based upon consideration of the following:

- Relevancy or permanent value;
- Accuracy;
- Readability;
- Clear presentation and format;
- Educational significance;
- Need and value to the collection; and
- Such other resources, including recommended reading lists, as determined by the library media specialists.

Materials will also be evaluated for age appropriateness, in alignment with existing, Board-approved curricula, for:

- Elementary (grades PK–4);
- Intermediate (grades 5–6);
- Middle School (grades 7–8); and
- High School (grades 9–12).

In evaluating age appropriateness, the following criteria will apply:

Library media specialists will consult recognized review sources (“Library Review Resources”), including but not limited to:

- School Library Journal
- Kirkus
- Booklist
- Young Adult Library Services Association (YALSA) Best Books for Young Adults
- Common Sense Media
- Follett Titlewave

If there is agreement as to age appropriateness from at least two Library Review Resources and the material aligns with District curricular offerings for the relevant school level, the library media specialist may follow those recommendations.

If there is no agreement among Library Review Resources, or if materials are not reviewed by such sources, the library media specialist shall conduct an independent evaluation and make a recommendation, which will be reviewed in consultation with the building administrator and Assistant Superintendent (acting as Director of Curriculum).

Materials Containing Holistic Pedagogical Value

The Board recognizes that materials may include depictions of violence, explicit content, strong language, or other sensitive subject matter. Such content shall be evaluated as part of a holistic review of a material’s literary, artistic, and educational merit, as well as its age appropriateness.

Library materials shall not be excluded solely because of the presence of such content. Rather, materials will be evaluated in their full context and may only be excluded for legitimate pedagogical reasons or in accordance with professionally accepted standards of collection development and maintenance.

If a library media specialist determines that a material containing such content is appropriate for inclusion based on its overall merit, the specialist shall prepare a written **Rationale for Selection**. This rationale shall be reviewed and approved by the building administrator and Assistant Superintendent (acting as Director of Curriculum) and maintained on record.

Gifts and Donated Materials

Gifts or donated materials are subject to the same selection criteria as purchased materials. Such materials will only be accepted after review in accordance with this policy. Materials that do not meet the established criteria will not be added to the School Library Collection.

Library Review Procedure, Collection Maintenance, and Weeding

Library media specialists will regularly review library and other educational materials using professionally accepted standards of collection maintenance and weeding (clearing materials no longer useful). This ongoing review is distinct from the reconsideration process and is conducted as part of routine professional practice.

Weeding shall be conducted systematically and may include consideration of:

- Worn or damaged materials;
- Superseded editions;
- Unnecessary duplication;
- Materials that are factually inaccurate;
- Age appropriateness; and/or
- Materials with little to no circulation over an extended period of time.

Material Reconsideration Requests

Prior to or concurrent with submitting a formal reconsideration request, a parent/guardian or eligible student is encouraged to engage in an informal discussion with the library media specialist and/or building administrator to share concerns and seek clarification. Participation in an informal discussion is voluntary and shall not be required prior to submitting a formal reconsideration request, nor shall it delay the initiation or timelines of the formal reconsideration process.

The Board acknowledges that, despite careful selection, requests to reconsider library materials, displays, or programs (“Material for Reconsideration”) may occur. Requests may be submitted by a parent or guardian of a student currently enrolled in the District or by an eligible student currently enrolled in the District (“Requestor”) using the Initial Reconsideration Request form.

Materials under reconsideration shall remain available during the review process.

Initial Reconsideration Request

Upon receipt of a request, the library media specialist shall:

- Notify the building administrator and Assistant Superintendent (acting as Director of Curriculum);
- Review the material in its entirety; and

- Determine whether the material meets the Selection Criteria.

If the library media specialist determines that the material may not meet the Selection Criteria, the material shall be referred for review by the building administrator and Assistant Superintendent (acting as Director of Curriculum) prior to any removal decision.

Following such review:

- If the material is determined not to meet the Selection Criteria, it shall be removed;
- If the material meets the Selection Criteria, it shall be retained.

The Requestor shall be notified of the outcome within ten (10) school days, unless additional time (not to exceed fifteen (15) school days) is required to develop or review a Rationale for Selection.

If applicable, a copy of the approved Rationale for Selection shall be provided to the Requestor.

Final Reconsideration Request and Review Committee

If the Requestor disagrees with the outcome of the initial review, a Final Reconsideration Request may be submitted to the Superintendent.

Upon receipt, the Superintendent (or designee) shall appoint a Review Committee consisting of:

- The Superintendent (or designee);
- The building principal (or designee);
- The Assistant Superintendent (acting as Director of Curriculum);
- A representative from the Board;
- At least one grade-level-appropriate teacher;
- Two parents/guardians (one with a student age 13 or younger and one with a student age 14 or older), who are not the Requestor; and
- A certified school librarian.

The Review Committee shall:

- Review the material in its entirety;
- Evaluate the request; and
- Issue a written decision.

The reconsideration process, including both initial and final review stages, shall be completed within sixty (60) school days of receipt of the Initial Reconsideration Request.

The Requestor may appeal the Review Committee's decision to the Board of Education. The Board's review shall be based on the record developed during the reconsideration process, unless the Board determines that additional information is necessary. In conducting its review, the Board may consider both the process followed and the substantive determination of the Review Committee. The Board may affirm, modify, or overturn the decision. If a decision of the Review Committee is appealed to the Board of Education, the Board shall publish its final decision on the District's Internet website in accordance with state law.

Moratorium on Reconsideration Requests

The District will not be required to reconsider the same material within three (3) years of a prior determination, unless new information, circumstances, or concerns are presented that were not previously considered.

Legal Protections

Any library media specialist or school staff member who, in good faith, implements this policy shall be immune from civil or criminal liability that might otherwise be incurred.

Library Media Restrictions and Reconsideration of Library Media Materials Instructions

These procedures are established in accordance with the Board of Education Policy on the Selection of Library Media Resources, Displays, and Programs.

Guiding Principles

- Parents and/or guardians have the right to determine what library and other educational materials their child(ren) has(have) access to and may choose to restrict access to specific materials.
- Eligible students currently enrolled in the District may participate in the reconsideration process in accordance with Board policy.
- The school library media center supports voluntary inquiry, the dissemination of information, and free expression for all students.
- Library media specialists responsible for selecting materials are duly qualified to make such selections and will follow the procedures set forth in Board policy.
- Collaborative conversations between library media specialists, administrators, and parents/guardians are essential to building and maintaining strong home-school connections and should be the first step in addressing concerns.
- The principal will review the selection criteria and reconsideration process with library media staff annually.
- When library media materials are challenged, the principles of the freedom to read, listen, and view must be upheld.
- Access to library materials will not be restricted during the reconsideration process.
- Any decision to remove materials does not necessarily reflect negatively on the professional judgment involved in the original selection or use of the materials.

Library Media Resource Restriction Requests

Parents/guardians who wish to restrict their child from accessing specific library materials may complete the NPS Library Media Resource Restriction Form. The form will be shared with families electronically prior to the start of each school year and submitted to the library media specialist at the child's school. This process allows parents/guardians to manage their child's access and is intended to serve as a partnership tool between home and school.

All submitted forms will be maintained as part of the student's educational record and handled in accordance with the Family Educational Rights and Privacy Act (FERPA).

Instructions

1. Requests must identify specific titles of materials to be restricted for the individual student.
2. Requests that seek to restrict access based on general topics or themes will not be honored.
3. A separate form must be completed for each child.

4. Before submitting a request, parents/guardians should verify that the material is part of the collection of their child's school library.
5. Requests should be limited to a reasonable number of specific titles per submission. If a parent/guardian seeks to restrict a large number of materials, a meeting with the building principal and library media specialist will be required to discuss appropriate options.
6. Parents/guardians selecting this option are expected to communicate directly with their child regarding any restrictions.
7. While this process may reduce the likelihood that a student will access certain materials, it does not guarantee that a student will not encounter such content through browsing, peer interaction, or other means.
8. Library collections are continually updated. Parents/guardians are encouraged to periodically review available materials and update restriction requests as needed

Reconsideration of Library Media Materials

Reconsideration of library and other educational materials shall follow the procedures established in Board policy.

- Requests for reconsideration may be submitted only by a parent or guardian of a student currently enrolled in the District or by an eligible student currently enrolled in the District.
- Materials subject to reconsideration shall remain available during the review process.
- The reconsideration process includes both an initial review and, if requested, a final review by a Review Committee in accordance with Board policy.
- Forms included in the regulation must be submitted to initiate the review process.
- The process shall be completed within the timelines established in Board policy.

Implementation and Review

The building principal, in collaboration with the library media specialist, is responsible for implementing these procedures at the school level.

These procedures shall be reviewed periodically to ensure continued alignment with Board policy and applicable state law.

Initial Reconsideration Request Form

Privacy Notice: This form may be subject to a **Freedom of Information Act (FOIA)** request. Questions regarding FOIA may be directed to the building principal.

Instructions:

1. You must be an **Individual with a Vested Interest**, as defined in the policy, to submit this form.

Eligibility (Check one):

☐ **Staff Member** employed by the Board.

☐ **Parent/Guardian** of a student currently enrolled in the District.

☐ **Student** currently enrolled in the District.

2. You are encouraged to have an informal discussion with the library media specialist before filing.
3. This form is an attestation that you have read, viewed, or attended the material/program in its entirety.

Requester Name: _____

Address/Phone/Email: _____

Item for Reconsideration:

☐ **Library Material** (Title/Author): _____

☐ **Library Display** (Description/Location): _____

☐ **Student Program** (Name/Date): _____

Objection Details: *Please cite specific passages, pages, or aspects of the display/program you question (use additional paper if needed):*

What action are you requesting?

☐ Re-evaluation of age-appropriateness

☐ Removal from collection/program cancellation

☐ Other: _____

Signature: _____ **Date:** _____

Decision to be issued within 10 school days (up to 15 if a new Rationale is required).

Final Reconsideration Request Form

Instructions:

1. This form is for use only after an **Initial Reconsideration Request** has been completed.
2. The **Review Committee** must issue a final decision not later than **sixty (60) school days** from the date the **Initial Request** was first received.

Requester Name: _____

Date Initial Request was filed: _____

Basis for Appeal:

*Explain how the material/program fails to comply with the criteria set forth in **Policy 6131.1**:*

Additional Resources: Are there resources or diverging viewpoints you wish the Review Committee to consider that were not part of the initial review?

Action Requested:

☐ Re-evaluation of age-appropriateness

☐ Removal from circulation

☐ Moved to a different school level (e.g., Middle to High School)

☐ Other: _____

Signature: _____ **Date:** _____

Submit to: Superintendent of Schools, 3 Primrose Street, Newtown, CT 06470

APPOINTMENT OF NON-ADMINISTRATIVE CERTIFIED PERSONNEL

Pursuant to Section 10-151 of the Connecticut General Statutes, the Board of Education delegates to the Superintendent of Schools the authority to appoint all non-administrative certified personnel who are required to hold a certificate issued by the Connecticut State Board of Education.

In exercising this delegated authority, the Superintendent shall ensure that appointments are made in accordance with applicable federal and state law, Board of Education policy, and any applicable collective bargaining agreements.

Legal Reference:

Connecticut General Statutes §10-151

ADOPTED:_____

REVISED:_____

APPOINTMENT OF NON-CERTIFIED PERSONNEL

It is the policy of the Board of Education to appoint the most qualified applicants to positions of employment within the Public Schools, subject to the provisions of any applicable collective bargaining agreement. The Superintendent of Schools or his/her designee shall be responsible for appointments to all positions of employment within the Public Schools which do not require a certificate issued by the State Board of Education.

Legal Reference:

Connecticut General Statutes § 10-220

ADOPTED:_____

REVISED:_____

Personnel

A Board of Education Policy on nepotism is not required by law and is, therefore, a discretionary decision for the Board of Education. This model policy is provided for the Board's consideration. Pursuant to Conn. Gen Stat. §§ 7-148(c)(10)(B) and 7-148h, a municipality can adopt its own ethics code and establish a board or agency to investigate allegations of unethical conduct.

NEPOTISM***Purpose***

It is the policy of the Newtown Board of Education (the "Board") to recruit and hire qualified applicants for employment within the Newtown Public Schools (the "District"), while avoiding both nepotism and the appearance of nepotism.

Definitions

"Immediate family" means a spouse, child, parent, sister, brother, half-sister or half-brother.

"Relative" means a sister-in-law, brother-in-law, mother-in-law, father-in-law, daughter-in-law, son-in-law, step parent, aunt, uncle, niece, nephew, first cousin, grandparent, step child, foster child, grandchild or individual living in the same household.

"Familial relationship" means a relationship between a member of one's immediate family or a relative, as defined within this policy.

Prohibitions on Hiring

No relative or immediate family member of the Superintendent of Schools ("Superintendent") shall be hired to any position of employment.

No immediate family member of a Board member or any other district-level administrator shall be hired to any position of employment.

Restrictions on Employment of Relatives

No individuals shall be hired in a position of employment that would result in a supervisory or evaluative relationship between a current employee and a relative.

No employee may be involved in the process of screening for advancement in the application process, interviewing or hiring of his or her relatives.

Employees will not be hired, promoted, transferred or assigned to work in positions in the same school or work unit or department in which a relative is already employed, unless the Superintendent approves such an assignment in writing.

No administrator or supervisor shall supervise any of his or her relatives.

Employees will not be hired, promoted, transferred or assigned to work in positions in which they will have access to confidential information regarding a relative, such as, but not limited to, information regarding benefits selections, confidential medical information or personnel records that are not subject to public disclosure.

No individuals shall be hired in a position of employment that would result in a supervisory or evaluative relationship between a current employee and a relative.

Restrictions on Employment of Immediate Family Members

No employee may be involved in the process of screening for advancement in the application process, interviewing or hiring of an immediate family member.

Employees will not be hired, promoted, transferred or assigned to work in positions in the same school or work unit or department in which an immediate family member is already employed, unless the Superintendent approves such an assignment in writing.

No person who is a member of the immediate family of a building administrator or department supervisor may be nominated for or transferred or otherwise assigned to any position within that administrator's building or supervisor's department. No administrator or supervisor shall supervise any member of his or her immediate family.

Employees will not be hired, promoted, transferred or assigned to work in positions in which they will have access to confidential information regarding an immediate family member, such as, but not limited to, information regarding benefits selections, confidential medical information or personnel records that are not subject to public disclosure.

Disclosure Requirements

A Board member or administrator who has an existing familial relationship with an employee, as defined above, or who has had a change in circumstances which creates a familial relationship with any employee of the District, shall declare such relationship to the Superintendent or Chair of the Board immediately.

If a change in circumstances creates a familial relationship between an employee and his or her supervisor, the Board, through its Superintendent, reserves the right to seek a transfer of any employee in order to resolve any concerns about the operations of the district with respect to nepotism or the appearance of nepotism. The Superintendent may also provide for the evaluation and/or supervision of the employee outside of the typical chain of command in order to resolve any concerns about nepotism or the appearance of nepotism.

A Board member or administrator who knows that his or her relative or immediate family member has applied for a position with the District shall declare such relationship to the Superintendent or the Chair of the Board as soon practicable.

In addition to the requirements set forth above regarding familial relationships, if a romantic relationship develops between an employee and (1) an administrator who has a supervisory or evaluative relationship with the employee, or (2) a member of the Board, the affected administrator or member of the Board shall declare such relationship to the Superintendent.

Recusal

A member of the Board should not vote on any action of the Board that will directly affect a relative or member of his or her immediate family.

Discharge and Denial of Re-Employment

No current employee will be discharged or denied re-employment pursuant to an applicable recall provision based on this policy.

ADOPTED: _____

REVISED: _____

Technical Rev. 9/16/20

EMPLOYMENT AND STUDENT TEACHER CHECKS

As set forth below, each applicant for a position with the Newtown Public Schools (the “District”), and each student who is enrolled in a teacher preparation program with the District, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience in the District (collectively referred to as “applicants”), shall be asked to provide in writing: (1) whether the applicant has ever been convicted of a crime; (2) whether there are any criminal charges pending against the applicant at the time of the application and, if charges are pending, to state the charges and the court in which such charges are pending; and (3) whether the applicant is included on the Abuse and Neglect Registry of the Connecticut Department of Children and Families (“DCF”) (the “Registry”). If the applicant’s current or most recent employment occurred out of state, the applicant will also be asked whether the applicant is included on an equivalent database and/or abuse/neglect registry maintained in that other state.

Applicants shall not be required to disclose any arrest, criminal charge or conviction that has been erased. An employment application form that contains any question concerning the criminal history of the applicant shall contain the following notice, in clear and conspicuous language:

Pursuant to section 31-51i(d) of the Connecticut General Statutes, the applicant is hereby notified that (1) the applicant is not required to disclose the existence of any erased criminal history record information, (2) erased criminal history record information are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon or criminal records that are erased pursuant to statute or by other operation of law, and (3) any person with erased criminal history record information shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

In addition, the District shall conduct an employment history check for each applicant for a position, as set forth below.

For the purposes of this policy:

“Sexual misconduct” means any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialog, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student.

“Abuse or neglect” means abuse or neglect as described in Conn. Gen. Stat. § 46b-120, and includes any violation of Conn. Gen. Stat. §§ 53a-70 (sexual assault in the first degree), 53a-70a (aggravated sexual assault

in the first degree), 53a-71 (sexual assault in the second degree), 53a-72a (sexual assault in the third degree), 53a-72b (sexual assault in the third degree with a firearm), or 53a-73a (sexual assault in the fourth degree).

“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 such applicant was employed by during any of the previous twenty years prior to applying for a position with a local or regional board of education.

I. Employment History Check Procedures

A. The District shall not offer employment to an applicant for a position, including any position that is contracted for, if such applicant would have direct student contact, prior to the District:

1. Requiring the applicant:

- a. to list the name, address, and telephone number of each current employer or former employer (please note the definition of “former employer” above, including the applicable twenty year reporting period) during any of the previous twenty years, if:
 - (i) such current or former employer is/was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, and/or
 - (ii) the applicant’s employment with such current or former employer caused the applicant to have contact with children.
- b. to submit a written authorization that
 - (i) consents to and authorizes disclosure by the employers listed under paragraph I.A.1.a of this policy of the information requested under paragraph I.A.2 of this policy and the release of related records by such employers,
 - (ii) consents to and authorizes disclosure by the Connecticut State Department of Education (the “Department”) of the information requested under paragraph I.A.3 of this policy and the release of related records by the Department, and
 - (iii) releases those employers and the Department from liability that may arise from such disclosure or release of records pursuant to paragraphs I.A.2 or I.A.3 of this policy; and
- c. to submit a written statement of whether the applicant
 - (i) has been the subject of an abuse or neglect or sexual misconduct investigation by any employer, state agency or municipal police

department, unless the investigation resulted in a finding that all allegations were unsubstantiated,

- (ii) has ever been disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect was pending or under investigation by DCF, or an allegation of sexual misconduct was pending or under investigation or due to an allegation substantiated pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect, or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct, or
 - (iii) has ever had a professional or occupational license or certificate suspended or revoked or has ever surrendered such a license or certificate while an allegation of abuse or neglect was pending or under investigation by DCF or an investigation of sexual misconduct was pending or under investigation, or due to an allegation substantiated by DCF of abuse or neglect or of sexual misconduct or a conviction for abuse or neglect or sexual misconduct;
- 2. Conducting a review of the employment history of the applicant by contacting those employers listed by the applicant under paragraph I.A.1.a of this policy. Such review shall be conducted using a form developed by the Department, which shall request the following:
 - a. the dates employment of the applicant, and
 - b. a statement as to whether the employer has knowledge that the applicant:
 - (i) was the subject of an allegation of abuse or neglect or sexual misconduct for which there is an investigation pending with any employer, state agency, or municipal police department or which has been substantiated, unless such substantiation was reversed as a result of an appeal to DCF;
 - (ii) was disciplined or asked to resign from employment or resigned from or otherwise separated from any employment while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct, unless such substantiation was reversed as a result of an appeal to DCF; or
 - (iii) has ever had a professional or occupational license, certificate, authorization or permit suspended or revoked or has ever surrendered such a license, certificate, authorization or permit while an allegation of abuse or neglect or sexual misconduct was pending or under investigation, or due to a substantiation of abuse or neglect or sexual misconduct, unless such substantiation was reversed as a result of an appeal to DCF. Such review may be conducted telephonically or through written communication. Notwithstanding the provisions of

subsection (g) of Conn. Gen. Stat. § 31-51i, not later than five (5) business days after the District receives a request for such information about an employee or former employee, the District shall respond with such information. The District may request more information concerning any response made by a current or former employer for information about an applicant, and, notwithstanding subsection (g), such employer shall respond not later than five (5) business days after receiving such request.

3. Requesting information from the Department concerning:
 - a. the eligibility status for employment of any applicant for a position requiring a certificate, authorization or permit,
 - b. whether the Department has knowledge that a finding has been substantiated by DCF pursuant to Conn. Gen. Stat. § 17a-101g of abuse or neglect or of sexual misconduct against the applicant and any information concerning such a finding, and
 - c. whether the Department has received notification that the applicant has been convicted of a crime or of criminal charges pending against the applicant and any information concerning such charges.
- B. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, if the District receives information that an applicant for a position with or an employee of the District has been disciplined for a finding of abuse or neglect or sexual misconduct, it shall notify the Department of such information.
- C. The District shall not employ an applicant for a position involving direct student contact who does not comply with the provisions of paragraph I.A.1 of this policy.
- D. The District may employ or contract with an applicant on a temporary basis for a period not to exceed ninety (90) calendar days, pending the District's review of information received under this section, provided:
 1. The applicant complied with paragraph I.A.1 of this policy;
 2. The District has no knowledge of information pertaining to the applicant that would disqualify the applicant from employment with the District; and
 3. The applicant affirms that the applicant is not disqualified from employment with the District.
- E. The District shall not enter into a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:

1. Has the effect of suppressing information relating to an investigation of a report of suspected abuse or neglect or sexual misconduct by a current or former employee;
 2. Affects the ability of the District to report suspected abuse or neglect or sexual misconduct to appropriate authorities; or
 3. Requires the District to expunge information about an allegation or a finding of suspected abuse or neglect or sexual misconduct from any documents maintained by the District, unless, after investigation, such allegation is dismissed or found to be false.
- F. The District shall not offer employment to a person as a substitute teacher, unless such person and the District comply with the provisions of paragraph I.A.1 of this policy. The District shall determine which such persons are employable as substitute teachers and maintain a list of such persons. The District shall not hire any person as a substitute teacher who is not on such list. Such person shall remain on such list as long as such person is continuously employed by the District as a substitute teacher, as described in paragraph III.B.2 of this policy, provided the District does not have any knowledge of a reason that such person should be removed from such list.
- G. In the case of an applicant who is a contractor, the contractor shall require any employee with such contractor who would be in a position involving direct student contact to supply to such contractor all the information required of an applicant under paragraphs I.A.1.a and I.A.1.c of this policy and a written authorization under paragraph I.A.1.b of this policy. Such contractor shall contact any current or former employer (please note the definition of “former employer” above, including the applicable twenty year reporting period) of such employee that was a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or if the employee’s employment with such current or former employer caused the employee to have contact with children, and request, either telephonically or through written communication, any information concerning whether there was a finding of abuse or neglect or sexual misconduct against such employee. Notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, such employer shall report to the contractor any such finding, either telephonically or through written communication. If the contractor receives any information indicating such a finding or otherwise receives any information indicating such a finding or otherwise has knowledge of such a finding, the contractor shall, notwithstanding the provisions of subsection (g) of Conn. Gen. Stat. § 31-51i, immediately forward such information to the District, either telephonically or through written communication. If the District receives such information, it shall determine whether such employee of the contractor may work in a position involving direct student contact at any school in the District. No determination by the District that any such employee of the contractor shall not work under any such contract in any such position shall constitute a breach of such contract.
- H. Any applicant/employee who knowingly provides false information or knowingly fails to disclose information required in subdivision (1) of subsection (A) of this section shall be subject to discipline by the District that may include:
1. denial of employment, or

2. termination of the contract of a certified employee, in accordance with the provisions of Conn. Gen. Stat. § 10-151, or
 3. termination of a non-certified employee in accordance with applicable law and/or any applicable collective bargaining agreement, contract or District policy.
- I. If the District provides information in accordance with paragraph I.A.2 or I.G of this policy, the District shall be immune from criminal and civil liability, provided the District did not knowingly supply false information.
 - J. Notwithstanding the provisions of Conn. Gen. Stat. § 10-151c and subsection (g) of Conn. Gen. Stat. § 31-51i, the District shall provide, upon request by another local or regional board of education, governing council of a state or local charter school, interdistrict magnet school operator, or supervisory agent of a nonpublic school for the purposes of an inquiry pursuant to paragraphs I.A.2 or I.G of this policy or to the Commissioner of Education pursuant to paragraph I.B of this policy any information that the District has concerning a finding of abuse or neglect or sexual misconduct by a subject of any such inquiry.
 - K. Prior to offering employment to an applicant, the District shall make a documented good faith effort to contact each current and any former employer (please note the definition of “former employer” employer above, including the applicable twenty year reporting period) of the applicant that was a local or regional board of education, governing council of a state or local charter school, interdistrict magnet school operator, or supervisory agent of a nonpublic school, or if the applicant’s employment with such current or former employer caused the applicant to have contact with children in order to obtain information and recommendations that may be relevant to the applicant’s fitness for employment. Such effort, however, shall not be construed to require more than three telephonic requests made on three separate days.
 - L. The District shall not offer employment to any applicant who had any previous employment contract terminated by a local or regional board of education, council of a state or local charter school, interdistrict magnet school operator, or a supervisory agent of a nonpublic school, or who resigned from such employment, if the person has been convicted of a violation of Conn. Gen. Stat. § 17a-101a, when an allegation of abuse or neglect or sexual assault has been substantiated.

II. DCF Registry Checks

Prior to hiring any person for a position with the District, and before a student who is enrolled in a teacher preparation program in the District, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience with the District, begins such student teaching experience, the District shall require such applicant or student to submit to a records check of information maintained on the Registry concerning the applicant.

For any applicant whose current or most recent employment occurred out of state, the District shall request that the applicant provide the District with authorization to access information maintained concerning the applicant by the equivalent state agency in the state of most recent employment, if such state maintains

information about abuse and neglect and has a procedure by which such information can be obtained. Refusal to permit the District to access such information shall be considered grounds for rejecting any applicant for employment.

The District shall request information from the Registry or its out of state equivalent promptly, and in any case no later than thirty (30) calendar days from the date of employment. Registry checks will be processed according to the following procedure:

- A. No later than ten (10) calendar days after the Superintendent or the Superintendent's designee has notified a job applicant of a decision to offer employment to the applicant, or as soon thereafter as practicable, the Superintendent or the Superintendent's designee will either obtain the information from the Registry or, if the applicant's consent is required to access the information, will supply the applicant with the release form utilized by DCF, or its out of state equivalent when available, for obtaining information from the Registry.
- B. If consent is required to access the Registry, no later than ten (10) calendar days after the Superintendent or the Superintendent's designee has provided the successful job applicant with the form, the applicant must submit the signed form to DCF or its out of state equivalent, with a copy to the Superintendent or the Superintendent's designee. Failure of the applicant to submit the signed form to DCF or its out of state equivalent within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
- C. Upon receipt of Registry or out-of-state registry information indicating previously undisclosed information concerning abuse or neglect investigations concerning the successful job applicant/employee, the Superintendent or the Superintendent's designee will notify the affected applicant/employee in writing of the results of the Registry check and will provide an opportunity for the affected applicant/employee to respond to the results of the Registry check.
- D. If notification is received by the Superintendent or the Superintendent's designee that that the applicant is listed as a perpetrator of abuse or neglect on the Registry, the Superintendent or the Superintendent's designee shall provide the applicant with an opportunity to be heard regarding the results of the Registry check. If warranted by the results of the Registry check and any additional information provided by the applicant, the Superintendent or the Superintendent's designee shall revoke the offer of employment and/or terminate the applicant's employment if the applicant has already commenced working for the District.

III. Criminal Records Check Procedure

- A. Each person hired by the District shall be required to submit to state and national criminal records checks within thirty (30) calendar days from the date of employment. Each student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience with the District, shall be required to submit to state and national criminal records checks within sixty (60) calendar days from the date such student begins to perform such student teaching experience. Record checks will be processed according to the following procedure:

1. No later than five (5) calendar days after the Superintendent or the Superintendent's designee has notified a job applicant of a decision to hire the applicant, or as soon thereafter as practicable, the Superintendent or the Superintendent's designee will provide the applicant with a packet containing all documents and materials necessary for the applicant to be fingerprinted on-site by District personnel. This packet shall also contain all documents and materials necessary for District personnel to submit the completed fingerprints to the State Police Bureau of Identification for the processing of state and national criminal records checks. The Superintendent or the Superintendent's designee will also provide each applicant with the following notifications before the applicant obtains the applicant's fingerprints: (1) Agency Privacy Requirements for Noncriminal Justice Applicants; (2) Noncriminal Justice Applicant's Privacy Rights; (3) and the Federal Bureau of Investigation, United States Department of Justice Privacy Act Statement.
2. No later than ten (10) calendar days after the Superintendent or the Superintendent's designee has provided the successful job applicant with the fingerprinting packet, the applicant must arrange to be **fingerprinted on-site by District personnel**. Failure of the applicant to have the applicant's fingerprints taken within such ten-day period, without good cause, will be grounds for the withdrawal of the offer of employment.
3. Any person for whom criminal records checks are required to be performed pursuant to this policy must pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for criminal records checks. Fees and costs associated with the fingerprinting process and the submission and process of requests are waived for student teachers, in accordance with state law.
4. Upon receipt of a criminal records check indicating a previously undisclosed conviction, the Superintendent or the Superintendent's designee will notify the affected applicant/employee in writing of the results of the record check and will provide an opportunity for the affected applicant/employee to respond to the results of the criminal records check. The affected applicant/employee may notify the Superintendent or the Superintendent's designee in writing within five (5) calendar days that the affected applicant/employee will challenge such individual's criminal history records check. Upon written notification to the Superintendent or the Superintendent's designee of such a challenge, the affected applicant/employee shall have ten (10) calendar days to provide the Superintendent or the Superintendent's designee with necessary documentation regarding the affected applicant/employee's record challenge. The Superintendent or the Superintendent's designee may grant an extension to the preceding ten-day period during which the affected applicant/employee may provide such documentation for good cause shown.
5. Decisions regarding the effect of a conviction upon an applicant/employee, whether disclosed or undisclosed by the applicant/employee, will be made on a case-by-case basis. Notwithstanding the foregoing, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or discharge from employment.

6. Notwithstanding anything in paragraph III.A.5 of this policy, above, no decision to deny employment or withdraw an offer of employment on the basis of an applicant/employee's criminal history record shall be made without affording the applicant/employee the opportunities set forth in paragraph III.A.4 of this policy, above.

B. Criminal Records Check for Substitute Teachers:

A substitute teacher who is hired by the District must submit to state and national criminal history records checks according to the procedures outlined above, subject to the following:

1. If the state and national criminal history records checks for a substitute teacher have been completed within one year prior to the date the District hired the substitute teacher, and if the substitute teacher arranged for such prior criminal history records checks to be forwarded to the Superintendent or the Superintendent's designee, then the substitute teacher will not be required to submit to another criminal history records check at the time of such hire.
2. If a substitute teacher submitted to state and national criminal history records checks upon being hired by the District, then the substitute teacher will not be required to submit to another criminal history records check so long as the substitute teacher is continuously employed by the District, that is, employed for at least one day of each school year, by the District, provided a substitute teacher is subjected to such checks at least once every five years.

IV. Sex Offender Registry Checks

District personnel shall cross-reference the Connecticut Department of Public Safety's sexual offender registry prior to hiring any new employee and before a student who is enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes, and completing a student teaching experience with the District, begins such student teaching experience. Registration as a sexual offender constitutes grounds for denial of employment opportunities and opportunities to perform student teaching experiences in the District.

V. Credit Checks

The District may also ask a prospective employee for a credit report for employment for certain District positions, where the District's receipt of a credit report is substantially related to the employee's potential job. "Substantially related to the current or potential job" is defined to mean "the information contained in the credit report is related to the position for which the employee or prospective employee who is the subject of the report is being evaluated because of the position." Prior to asking for a credit report, the District will determine whether the position falls within one of the categories as described in this paragraph. The position must: (1) be a managerial position which involves setting the direction or control of the District; (2) involve access to employees' personal or financial information; (3) involve a fiduciary responsibility to the District, including, but not limited to, the authority to issue payments, collect debts, transfer money or enter into

contracts; (4) provide an expense account or District debit or credit card; or (5) involve access to the District's nonfinancial assets valued at two thousand five dollars or more.

When a credit report will be requested as part of the employment process, the District will provide written notification to the prospective employee regarding the use of credit checks. That notification must be provided in a document separate from the employment application. The notification must state that the District may use the information in the consumer credit report to make decisions related to the individual's employment. The District will obtain written, signed consent before performing the credit or other background checks.

If the District intends to take an action adverse to a potential employee based on the results of a credit report, the District must provide the prospective employee with a copy of the report on which the District relied in making the adverse decision, as well as a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act," which should be provided by the company that provides the results of the credit check. The District will give the potential employee a reasonable amount of time, i.e., at least five days, to dispute any of the information in the report prior to making any final employment decision.

If an adverse action is taken based on information from the report, the District will notify the prospective employee either orally, in writing or via electronic means that the adverse action was taken based on the information in the consumer report. That notice must include the name, address and phone number of the consumer reporting company that supplied the credit report; a statement that the company that supplied the report did not make the decision to take the unfavorable action and cannot provide specific reasons for the District's actions; and a notice of the person's right to dispute the accuracy or completeness of any information the consumer reporting company furnished, and to get an additional free report from the company if the person asks for it within sixty (60) calendar days.

VI. Notice of Conviction

If, at any time, the District receives notice of a conviction of a crime by a person holding a certificate, authorization or permit issued by the State Board of Education, the District shall send such notice to the State Board of Education. In complying with this requirement, the District shall not disseminate the results of any national criminal history records check.

VII. School Nurses

School nurses or nurse practitioners appointed by, or under contract with, the District shall also be required to submit to a criminal history records check in accordance with the procedures outlined above.

VIII. Personal Online Accounts

For purposes of this policy, "personal online account" means any online account that is used by an employee or applicant exclusively for personal purposes and unrelated to any business purpose of the District, including, but not limited to, electronic mail, social media and retail-based Internet web sites. "Personal online account" does not include any account created, maintained, used or accessed by an employee or applicant for a business purpose of the District.

A. During the course of an employment check, the District may not:

1. request or require that an applicant provide the District with a user name and password, password or any other authentication means for accessing a personal online account;
 2. request or require that an applicant authenticate or access a personal online account in the presence of District personnel; or
 3. require that an applicant invite a supervisor employed by the District or accept an invitation from a supervisor employed by the District to join a group affiliated with any personal online account of the applicant.
- B. The District may request or require that an applicant provide the District with a user name and password, password or any other authentication means for accessing:
1. any account or service provided by District or by virtue of the applicant's employment relationship with the District or that the applicant uses for the District's business purposes, or
 2. any electronic communications device supplied or paid for, in whole or in part, by the District.
- C. In accordance with applicable law, the District maintains the right to require an applicant to allow the District to access the applicant's personal online account, without disclosing the user name and password, password or other authentication means for accessing such personal online account, for the purpose of:
1. conducting an investigation for the purpose of ensuring compliance with applicable state or federal laws, regulatory requirements or prohibitions against work-related employee misconduct based on the receipt of specific information about activity on an applicant's personal online account; or
 2. conducting an investigation based on the receipt of specific information about an applicant's unauthorized transfer of the District's proprietary information, confidential information or financial data to or from a personal online account operated by an applicant or other source.

IX. Policy Inapplicable to Certain Individuals

This policy shall not apply to:

- A. A student employed by the District who attends a District school.
- B. A person employed by the District as a teacher for a noncredit adult class or adult education activity, as defined in Conn. Gen. Stat. § 10-67, who is not required to hold a teaching certificate pursuant to Conn. Gen. Stat. § 10-145b for such position.

X. Falsification of Records

Notwithstanding any other provisions of this policy, the falsification or omission of any information on a job application or in a job interview, including but not limited to information concerning abuse or neglect investigations or pending criminal applications, shall be grounds for disqualification from consideration for employment or discharge from employment.

Legal References: Conn. Gen. Stat. § 10-212

Conn. Gen. Stat. § 10-221d

Conn. Gen. Stat. § 10-222c

Conn. Gen. Stat. § 31-40x

Conn. Gen. Stat. § 31-51i

Conn. Gen. Stat. § 31-51tt

Public Act 24-41, “An Act Concerning Educator Certification, Teachers, Paraeducators and Mandated Reporter Requirements.”

Elementary and Secondary Education Act, reauthorized as the Every Student Succeeds Act, Pub. L. 114-95, codified at 20 U.S.C. § 1001 *et seq.*

Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*

ADOPTED: _____

REVISED: _____

Agency Privacy Requirements for Noncriminal Justice Applicants

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notices and that the results of the check are handled in a manner that protects the applicant's privacy. All notices must be provided in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.), Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- Officials must ensure that each applicant receives an adequate written FBI Privacy Act Statement (dated 2013 or later) when the applicant submits the applicant's fingerprints and associated personal information.²
- Officials must advise all applicants in writing that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- Officials must provide the applicant the opportunity to complete or challenge the accuracy of the information in the FBI criminal history record.
- Officials should not deny the employment, license, or other benefit based on information in the FBI criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record for authorized purposes only and cannot retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Council.³

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain the applicant's record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant the FBI Privacy Act Statement, the 28 CFR 50.12 notice, and the opportunity to correct the applicant's record. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of FBI criminal history records for noncriminal justice purposes.

If you need additional information or assistance, contact:

Connecticut Records: Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480	Out-of-State Records: Agency of Record OR FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306
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Noncriminal Justice Applicant's Privacy Rights

¹ Written notification includes electronic notification, but excludes oral notification.

² See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.⁴ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated person information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.⁵
- You must be advised in writing of the procedures for obtaining a change, correction, or updating of your criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁶
- If you need additional information or assistance, please contact:

Connecticut Records:

**Department of Emergency Services and Public Protection
State Police Bureau of Identification (SPBI)
1111 Country Club Road
Middletown, CT 06457
860-685-8480**

Out-of-State Records:

**Agency of Record
OR
FBI CJIS Division-Summary Request
1000 Custer Hollow Road
Clarksburg, West Virginia 26306**

⁴ Written notification includes electronic notification, but excludes oral notification.

⁵ <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

⁶ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Federal Bureau of Investigation
Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 3/30/2018