

CODE D1

## PERSONNEL RECRUITMENT, SELECTION, APPOINTMENT AND CRIMINAL RECORDS CHECKS

Originated with Administrative Advisory Committee  
Proposed to Executive Committee: 4/11/02  
Approved at Full Board First Reading: 4/25/02  
Adopted at Full Board Second Reading:

6/27/02

### **Policy**

It is the policy of Thetford Academy to select for employment only persons of good character who have the skills and other qualifications necessary to fulfill job requirements while complying with the provisions of state law regarding the recruitment, selection and employment of school district employees and contractors.

### **Definitions**

Persons subject to criminal records checks under this policy include all those recommended for full-time, part-time or temporary employment at Thetford Academy, including student teachers, and those contractors and employees of contractors (unless otherwise exempt from such checks by law) who may have unsupervised contact with students.

Persons employed by a public or independent school as of July 1, 1998 shall not be subject to the criminal record check provisions unless they ceased to be employed by a Vermont public or independent school for a continuous period of one year or more after that date.

### **Recruitment**

1. The Board is committed to securing the services of the best personnel available. Thetford Academy will employ only individuals who meet applicable state licensing requirements as defined in Thetford Academy Policy on Professional Licensure (D13).

2. The Board seeks minority applicants in accordance with its policy pertaining to non-discrimination (see C6). The District will attempt to provide an educational experience enhanced by the professional contributions of representatives of different races, physical conditions, sexes, ethnic backgrounds and age groups.

3. All instructional personnel will be recruited by the Head of School.

4. Written applications will be required of candidates for employment. The application will include a letter of intent, a resume or curriculum vitae, references, and a statement to be signed by the candidate listing the dates, locations and dispositions of any convictions, including findings of guilt, pleas of nolo contendere or guilty, for criminal violations. The application process will also include a warning to the applicant that falsification of information on the application or during the application process will be grounds for dismissal if the applicant is hired.

## **Selection**

1. It is the policy of the Board to select employees solely on the basis of character, professional qualifications, and critical job requirements. Employees will be selected in a manner that does not unlawfully discriminate on the basis of race, age, marital status, color, sex, sexual orientation, religion (creed), disability, ancestry or national origin. The use of seniority or years of experience as a selection criterion is permissible and does not constitute age discrimination.

2. The Head of School shall require that all applicants, as a condition of employment consideration, cooperate fully with background investigations, supplying references and releases so the District can contact previous employers. Applicants the Head of School is prepared to recommend for employment will be expected to provide fingerprints, releases and other information necessary to conduct criminal record background investigations. The costs of such checks will be borne by the prospective employee. All offers of employment will be conditioned upon completion of the background investigation and a finding that the information provided by the application during the pre-employment process was accurate, complete and truthful.

3. The Head of School will request a criminal records check through the Vermont Crime Information Center (VCIC) on any candidate he or she is prepared to recommend for appointment. Requests will be made for fingerprint-supported criminal records from the FBI as well as criminal records from the state of Vermont and any state in which the Head of School has reason to believe the applicant has resided or been employed. The Head of School shall maintain such records in accordance with state law.

4. Employment conditioned on the completion of a background check may be terminated if it is determined that the employee failed to respond truthfully to questions about criminal activity or prior employment. In any event the Head of School shall forward the information received from VCIC to the person about whom the request was made and inform the person of their rights to challenge the accuracy of the record and to determine the disposition of the record under 16 V.S.A. §§255(f), (g).

5. Providing a safe learning environment for students is a primary consideration in employment decisions. Thetford Academy will base such decisions on all relevant information, qualifications, and circumstances. Unfavorable background check information is not an automatic bar to employment, nor is a background check with no unfavorable information a guarantee of employment.

6. The Board will interview candidates for the Head of School position.

## **Appointment**

1. The appointment of licensed and non-licensed employees will be made by the Board upon the recommendations of the Head of School.

2. Contracts of employment or other notification of employment will be conditional

pending receipt of criminal records check information and evaluation of that information.

3. Upon completion of a criminal records check, the Head of School shall:

A. notify the person subject to the check about Thetford Academy's protocol for maintenance of criminal history files, and

B. ask the person subject to the check to indicate if his or her record should be maintained or destroyed after the retention period specified in the District's user agreement with VCIC.

4. Employees who have been employed for fewer than two years in Vermont public schools are considered probationary teachers and may be offered a probationary contract. (See Master Agreement for Faculty)

5. All offers of employment may be withdrawn based on the criminal records check report or upon a finding that the information provided by the applicant during the pre-employment process was inaccurate, incomplete or untruthful.

Legal Reference(s):

- 4 V.S.A. §1102(b)(8) (Unauthorized disclosure)
- 16 V.S.A. §§251 et seq. (Criminal records checks)
- 16 V.S.A. §563 (12) (Responsibility for hiring)
- 20 V.S.A. §§2062, 2063 (Fees)
- 20 V.S.A. §2056c (Dissemination of criminal history)

Cross Reference:

- Board Commitment to Non-Discrimination (C6)
- Educator Supervision and Evaluation: Probationary Teachers (D4)
- Personnel Files (D5)

based on Vermont School Boards Association Model Policy Manual 2001--Policy D.1