

PROCEDURE WSD403

WINOOSKI SCHOOL DISTRICT

CRIMINAL RECORDS CHECK

EMPLOYEES (PAID/UNPAID):

1. Any person employed by the District or non-employees such as, student teachers and interns, and/or any person (including contractors) who may have unsupervised contact with school children, will be asked to complete a Criminal Record Check Packet.
2. Criminal Records Checks will be made through the Vermont Criminal Information Center (VCIC) and Federal Bureau of Investigation (FBI) as recommended by the Agency of Education (AOE) and through the Agency of Human Services.
3. If the candidate has previously had a Criminal Record Check done by a public school in the prior 12 months, a release form will be sent to the public school for a secondary dissemination. If the Criminal Record check is more than a year old, the candidate will need to prove continuous employment (along with the original Record Check) in a school setting or will have to undergo another Criminal Record Check.
4. A criminal record will not necessarily disqualify a person from employment. The Superintendent shall have sole discretion over whether the candidate is allowed to work with our district.
5. Any employee who has a criminal record, which has not been previously disclosed, will be immediately discharged.
6. Any cost associated with a criminal records check shall be borne by the employee.
7. RETENTION OF RECORDS:
 - Employees: The District will retain all records associated with a criminal records check up until 1 year after they leave employment.
 - Non-employees: The District will retain records for a period of three (3) years.
8. Students (HS/College) may have the Criminal Records Check requirement waived.

Reviewed and Updated: August 23, 2016