

**VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA**

CRIMINAL HISTORY INFORMATION

To help ensure a safe environment, it is the policy of the Vigo County School Corporation (“**the Corporation**” or “**the School Corporation**”) to require each applicant for who is recommended for a position with the School Corporation to submit to a limited criminal history check. The limited criminal history obtained must be no more than three (3) months old. ***The school corporation will also request a state and national criminal history background check of each applicant who is recommended for hire.***

For purposes of the provisions in this policy that require a state and national criminal history background check, “applicant” means any individual who is recommended for employment with the School Corporation, and/or seeking to enter into a contract to provide services to the School Corporation and/or volunteering services to the School Corporation, and that individual is likely to have direct, ongoing contact with children as a result of the individual’s position. The term includes but is not limited to bus drivers, lay coaches, ***non-certificated and certificated staff applicants and substitute staff as well as volunteers.***

Each applicant interviewed will be questioned about the applicant’s limited criminal history, if necessary. Failure to answer honestly any questions related to the limited criminal history may be cause for termination of the applicant if eventually hired.

If an individual applying for a position has an application on file with the School Corporation and the application has been on file for more than three (3) months, at the time the individual is hired by the Corporation, the applicant will be required to submit an updated limited criminal history.

Each individual who is recommended by the School Corporation will be required to do the following:

1. Submit a request/consent to the Indiana central repository for limited criminal history information,
2. Submit a copy of a limited criminal history and a document verifying a disposition that does not appear on the limited criminal history.
- 3. *Submit a request/consent for a state and national criminal history records check.***

All costs of obtaining the limited criminal history are the responsibility of the applicant or employee. However, the School Corporation may pay the costs for volunteers who are selected for service.

Any entity which has a contract to provide services to the Corporation and whose employees have direct, ongoing contact with children when performing those services for the school, must provide to the Corporation limited criminal histories for such employees. ***In addition, the entity must provide the Corporation with the results from a background check for sex crimes from a national database of sex offenders.*** The entity and/or the entity’s employees are responsible for all costs associated with obtaining the limited criminal histories. An individual working for such an entity may also be required to furnish a limited criminal history to the School Corporation upon its request to do so.

All school employees and individuals or entities who have contracts for services with the Corporation are required by state law to report convictions of certain crimes enumerated in state law to the

Corporation. The superintendent or designee is responsible for implementing regulations to notify the employees, including volunteers, and the entities for contracted services of this duty. In addition to the crimes listed in the state law, the notice shall also include the convictions of the "attempted" crimes listed in the law.

Revised: 12/11/06

LEGAL REFERENCE: I.C. 20-26-5-10
I.C. 20-26-5-11

Level I:

Level I applicants include potential employees including certificated staff, non-certificated staff, bus drivers, lay coaches and substitute teacher applicants. Level I applicants will undergo a full criminal history check including state and national background checks, county search of arrest and conviction records as well as any other pertinent information including a reference check and educational records verification check if appropriate.

The Level I applicant will be assessed a charge at the recommendation to hire not to exceed the actual cost of the criminal history check.

Level II

Level II applicants include vendors, fundraiser employees and employees of contracted service providers. Level II individuals will furnish to the corporation a criminal history background search which includes the results of a national and state search of records for the individual showing any convictions of felonies, sex offenses, crimes against children as well as county arrest records. The applicant and/or his employer are responsible for the costs associated with this check. In the case of a contracted agency, the agency will be responsible to furnish the names of the employees and the results of the background check to the school corporation prior to that employee working on school grounds. For vendors and fundraisers: Upon furnishing the information and following the approval process, the individual will be issued an approved service provider pass good for the school year or other term as appropriate.

Level IIIA

Level IIIA applicants include school volunteers, chaperones and others who volunteer or who provide assistance to a school on a short-term basis. Short term is defined as less than three consecutive weeks or 15 consecutive days. These individuals do not have sole custody, care or control over students. They will sign consent for a check of criminal history, which may include state, national and/or county records. Volunteers serving longer than 3 weeks are considered long-term and are subject to the requirements of level I applicants. The School Corporation may deny the applicant permission to participate, if the records indicate that the applicant has an arrest record or convictions for felonies, sex crimes, crimes against a child or that the applicant would be a negative exemplar to students.

Level IIIB applicants include any and all student teachers and students of an institution of higher education. The university or institution of higher education is responsible conducting the background check of the student assigned to the corporation facility or event. A certificate stating that the background check has been completed and that the student has no criminal history will be furnished to the school corporation prior to the student participating at the school or event. A criminal history check that shows a conviction for any felony, sex crime or crimes against a child will be cause to deny that individual the privilege of participating with a school or event.

The above is not meant to limit the amount or type of information that the school corporation may gather.

Any person or persons that feel that the denial of the privilege to participate was unjust may file an appeal to the Superintendent or his designee. The appeal must be filed in writing within 48 hours of notification of denial. The decision of the superintendent or designee is final.

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