

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

File: GDDA

CRIMINAL HISTORY INFORMATION

To help ensure a safe environment, it is the policy of the Vigo County School Corporation to require each individual hired for employment to submit to the School Corporation a copy of the individual's limited criminal history. The limited criminal history submitted to the Corporation must be no more than three (3) months old.

For purposes of this policy, "applicant" means any individual who is applying for employment with the school corporation and/or seeking to enter into a contract to provide 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, volunteers, bus drivers, lay coaches, and present employees who are applying for other positions within the Corporation.

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 noncertificated position has an application on file with the School Corporation and the application has been on file for more than six (6) months at the time the individual is hired by the Corporation, the applicant will be required to submit an updated limited criminal history at the time of hiring.

Each individual who is hired by the School Corporation for a noncertificated position at the time of hiring will be required to do the following:

1. Submit fingerprints to the Indiana Central Repository;
2. Obtain a copy of a limited criminal history; and
3. Submit a copy of a limited criminal history and a document verifying a disposition that does not appear on the limited criminal history.

All costs of obtaining the limited criminal history is the responsibility of the applicant or employee. However, the School Corporation will pay the costs by way of reimbursement 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. The entity and/or the entity's employees is responsible for all costs associated with obtaining the limited criminal histories.

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Any information obtained from a limited criminal history is confidential and shall not be released or disseminated.

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.

Adoption Date: August 25, 1997

Legal Ref: I.C. 20-5-2-7; I.C. 20-5-2-8

Cross Ref: GCDF