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## **Personnel –Certified/Non-Certified**

### **Prior Employment Reference Checks**

The Board of Education believes that it is critical that references of applicants be checked prior to an offer of employment. The administration shall make a documented good faith effort to contact an applicant's former employer(s) for recommendations and information about the person's fitness for employment prior to an offer of employment. References shall be checked from the list of former employers, even if those employers are not specifically listed on the "references" section of the employment application.

The Superintendent of Schools or his/her designee shall develop administration regulations pertaining to the checking of applicant references.

(cf. 5125 – Student Records)

Legal References: Connecticut General Statutes

1-200 through 1-241 of the Freedom of Information Act.

5-193 through 5-269-State Personnel Act.

10-151c – Records if teacher performance and evaluation not public Records.

10-221d Criminal History Records Check of School Personnel

Fingerprinting, Termination or Dismissal

Federal Family Education Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of P.L. 93-568, codified at 20 U.S.C.1232g.).

Dept. of Educ. 34 C.F.R. part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Educ.

provisions act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended

11/21/96.

PA 01-173 An Act Concerning Revisions to the Education Statutes.

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**BROOKFIELD BOARD OF EDUCATION**  
Brookfield, Connecticut