

## CRIMINAL HISTORY INFORMATION

To help ensure a safe environment, it is the policy of the Lafayette School Corporation to require each individual offered employment to submit to an “expanded criminal history check.” “Expanded criminal history,” as defined in I.C.20-26-5-10 “means a criminal history background check of an individual that includes but is not limited to: a search of the records maintained by all counties in Indiana in which the individual who is the subject of the background check resided; a search of the records maintained by all counties or similar governmental units in another state, if the individual who is the subject of the background check resided in another state; and a check of the sex offender registries in all fifty (50) states or the national sex offender registry maintained by the United States Department of Justice; or a national criminal history background check (as defined in I.C.10-13-3-12); and a check of the sex offender registries in all fifty (50) states or the national sex offender registry maintained by the United States Department of Justice.”

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 who 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, and present employees who are applying for positions which are in a different job classification within the corporation.

Each applicant will be questioned about the applicant’s expanded criminal history, on the corporation’s application. Failure to answer honestly any questions related to the expanded criminal history may be cause for termination if the applicant is eventually hired.

Each applicant must submit to an expanded criminal history check through a process that meets state requirements and is approved by the administration. Results of the expanded criminal history check will be reviewed by the Lafayette School Corporation and may result in the withdrawal of an employment offer or termination of employment.

The applicant is responsible for all costs associated with obtaining the expanded criminal history check. In certain circumstances the Lafayette School Corporation may take responsibility for the costs associated with obtaining an expanded criminal history check.

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 expanded criminal histories for such employees. The entity and/or the entity’s employees is/are responsible for all costs associated with obtaining the expanded criminal histories.

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 include also the convictions of the “attempted” crimes listed in the law.

Volunteers with the Lafayette School Corporation will be subject to a limited criminal background check. Limited criminal history,” as defined in I.C. 5-2-5-1 (1) “means information with respect to any arrest, indictment, information, or other formal criminal charge which must include a disposition. However, information about any arrest, indictment, information, or other formal criminal charge which occurred less than one (1) year before the date of a request shall be considered a limited criminal history, even if no disposition has been entered.

The information obtained from a limited or expanded criminal history shall be treated confidentially and shall not be released or disseminated except pursuant to Indiana law, court order, Indiana Department of Education requirements or to protect the best interests of the Lafayette School Corporation.

Legal References: I.C. 20-26-5-10  
I.C. 20-26-5-11

Board Adopted: April 13, 1998  
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