

BACKGROUND CHECKS

POLICY STATEMENT

- A. Prior to employment, the district will conduct a background check through various organizations designated by the district for the following classifications:
 - 1. Administrative Staff.
 - 2. Certified Staff.
 - 3. Support Staff.
 - 4. Other staff members hired by the district not included in the above classifications.
 - 5. Substitute teachers/aides.
 - 6. Coaches/advisors.
- B. Background checks will also be required for volunteers, depending upon their involvement with students, and intern students/student teachers/practicum students where a background check has not been completed by the university or depending upon their involvement with students.
- C. The organizations used for the background checks will be based upon the type of position held within the district.
- D. If a background check reveals a conviction or pending charge which substantially relates to the nature of the position and which the candidate failed to disclose as required on the authorization form, his/her application for employment/volunteer may be rejected.
- E. If the crime records check confirms a conviction or pending charge which the candidate acknowledged on the authorization form, a determination will be made whether or not to reject the application based upon a consideration of the circumstances of the conviction/pending charge and whether the circumstances substantially relate to the nature of the particular position for which the candidate has applied. Consultation with legal counsel may be required.
- F. If time is of the essence and the background check cannot be completed prior to the first day of work, employment will be contingent upon a clear background check. Appropriate precautions will be taken to protect the safety of the children during the interim.
- G. Background checks may be conducted on any current employee/volunteer when a reasonable suspicion occurs.

LEGAL REFERENCE:

CROSS-REFERENCE: Exhibit 1, Authorization for Reference/Background Checks
533 Selection of Certified Staff