

**BACKGROUND CHECKS**

- 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.

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CROSS-REFERENCE:  
LEGAL REFERENCE: