

## **BACKGROUND CHECK POLICY**

(Adopted: 10/14/19)

Clinton Christian Academy is committed to providing a safe environment for students to learn. As part of this effort, in accordance with this policy, the district will require criminal background checks of employees as well as certain volunteers and others working on district property. The Board directs the superintendent or designee to develop procedures and practices consistent with this policy.

### **Employees**

Clinton Christian Academy will conduct criminal background checks on all new employees authorized to have contact with students prior to the employees working with students; however, the school may forgo a criminal background check when:

1. An employee or potential employee has had a background check conducted by another school within the past year and CCA receives a copy of the background check directly from the other school or obtains electronic access to the previous background check.
2. An employee or potential employee has successfully completed a criminal background check, including a check of the Family Care Safety Registry, as part of the professional license application process within one year prior to employment.

### **Drivers**

Clinton Christian Academy will conduct a criminal background check on all bus drivers the school employs. The school may allow bus drivers to operate district transportation pending the results of the criminal background check.

### **Volunteers**

The district will conduct a background check on all persons volunteering in positions where they will be left alone with a single child. If the volunteer is a sponsor, board member, advisor or coach of a school-sponsored activity, he or she must satisfactorily complete the background check required of employees.

### **Payment**

In general, the school will pay the expenses associated with conducting criminal background checks for new employees. Volunteers are responsible for the cost of the criminal background check.

The school will pay the expenses associated with conducting and renewing criminal background checks for current employees. In cases where the school requires independent contractors to

conduct criminal background checks, payment for the background checks will be determined by the contract.

### **Updating Information**

The school reserves the right to require any employee or volunteer to submit to additional criminal background checks at the district's expense or to rerun background checks at any time.

The school may update all criminal background checks required under this policy at least every five years if the person is still volunteering or working for the district or working on district property. The school may update the driving records for all drivers of school transportation every six months. Any employee refusing to submit to a background check may be disciplined or terminated. The district may decline to utilize the services of volunteers or contractors who refuse to participate.

### **School Notification**

As a condition of continuing to work within the district, all employees and other persons required to submit to a criminal background check pursuant to this policy must notify the school if they are charged, convicted, plead guilty to or are otherwise found guilty of any misdemeanor or felony, regardless of the imposition of sentence. This notification must be made as soon as possible, but no later than five business days after the event, and is in addition to any reporting requirement established by law.

### **Confidentiality**

Information received by the school pursuant to a criminal background check is confidential. Except as allowed by law, the school will only use this information for the district's internal purposes in determining the suitability of an applicant, employee, volunteer or other worker on district property. The school will keep this information in a location that is only accessible to persons who need to know the information to carry out their responsibilities with the district. Any person submitting to a criminal background check may receive a copy of the background check information received by the school during the time period the district has access to the information.

### **Consequences**

The school administrator is directed to exclude from employment or to take action to terminate individuals whose criminal background checks reveal that they have exhibited behavior that is violent or harmful to children or adults and may terminate any employee or exclude any applicant if the background check reveals behavior that would make him or her unsuitable for the position in the discretion of the school administrator or designee. A person whose background check reveals behavior that would make the person unsuitable to volunteer in the district will not be allowed to volunteer. Employees who fail to keep background check results

confidential as required by law or this policy or who violate any portion of this policy or district procedure will be subject to disciplinary action up to and including termination.