

**Billings School District**

**HUMAN RESOURCES**

Fingerprints and Criminal Background Investigations

Paid Employee

It is the policy of the Board that any finalist recommended for hire to a paid position with the District shall submit to a criminal background check, which will include a fingerprint background check. The criminal background check will be conducted by the appropriate state and federal agencies. The cost for the criminal background check shall be borne by the District. The employee will not be allowed to begin work until the District has approved the results of the criminal background check.

The Superintendent may determine that a critical staffing need exists and in such cases the Superintendent may allow the employee to begin work after the District has approved a name-based background check. Such employment will be temporary, pending completion of the complete criminal background check, including a fingerprint background check. The District will pay the costs for a name-based and/or fingerprint background check.

Volunteers

All volunteers who work in the District's school buildings will be required to provide two forms of identification, (driver's license and social security card). In addition, all volunteers will be required to submit to a criminal background check, which will include a name-based background check. Volunteers will not be allowed to work in the District's school buildings or serve as chaperones for school-sponsored trips until the District has approved the results of the criminal background check.

The District may, at its discretion, waive criminal background checks for volunteers who assist with events similar in nature to bake sales and book sales.

Other

The District may, at its discretion, waive criminal background checks for people who are hired to score tests and/or do unique work for the District that does not occur in District buildings and does not involve contact with students.

<u>Legal References:</u>	§ 44-5-301, MCA	Dissemination of public criminal justice information
	§ 44-5-302, MCA	Dissemination of criminal history record information that is not public criminal justice information
	§ 44-5-303, MCA	Dissemination of confidential criminal justice information

Public Law 105-251 Volunteers for Children Act  
10.55.716 ARM Substitute Teachers

Cross Reference: 5019 School Volunteers

Policy History:

First Reading: November 21, 2005 – Board of Trustees

Second Reading: December 19, 2005 - Board of Trustees

Third Reading: January 16, 2006 – Board of Trustees

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Revised on: