



Propel Schools
Staff Clearances Policy

Purpose

Propel Schools seeks to employ highly qualified staff that will ensure our student receive the quality of education they deserve. We see professionals who are committed to giving their very best, every single day.

Clearances are required for all staff of Propel Schools.

Age/Renewal Of Clearances

When first submitted, the clearances cannot be more than three (3) years old from the start date of the employee.

After the first submission, clearances 1-3 below must be updated every sixty (60) months from the oldest date on the clearances. The Tuberculosis Test does not need to be updated.

Clearances Required for Propel Staff

Staff are required to submit the following clearances:

1. PA State Criminal Record Check
2. PA Child Abuse History Clearance
3. Federal Criminal History Record Check (Fingerprint)
4. Tuberculosis Test

Cost Of Clearances

The costs of obtaining the required clearances shall be the responsibility of the staff member.

The costs of renewal of the clearances, once employed, will be covered by Propel Schools.

Maintenance of Clearance

All clearances are kept on file with the Human Resources team. The Human Resources team notifies staff when their clearances need to renewed. If new clearances are not



submitted by the expiration date of the clearances on file, Propel Schools will place the employee on an unpaid suspension until the clearances have been submitted.

Duty to Notify

If, after the date of the clearances, the staff member is arrested or convicted of a Disqualifying Offense (as this term is defined below), or named as a perpetrator of a founded report of child abuse, the staff member must provide written notice to the office of the Superintendent within seventy-two (72) hours of the arrest or conviction.

Early Renewal Right

If Propel Schools has a reasonable belief that a staff member has been arrested or convicted of a Disqualifying Offense or was named a perpetrator in a founded report of child abuse or the staff member has given notice of an arrest or conviction of a Disqualifying Offense, Propel Schools, at its expense, shall immediately require the staff member to submit updated clearances.

Disqualifying Offenses

1. Conviction of an offense similar in nature to the following crimes, under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign national, or under a former law of Pennsylvania:
 - a. Criminal homicide
 - b. Aggravated assault
 - c. Stalking
 - d. Kidnapping
 - e. Unlawful Restraint
 - f. Rape
 - g. Statutory sexual assault
 - h. Sexual assault
 - i. Involuntary deviate sexual intercourse
 - j. Aggravated indecent assault
 - k. Indecent assault
 - l. Indecent exposure
 - m. Incest



- n. Concealing the death of a child
 - o. Endangering the welfare of a child
 - p. Dealing in infant children
 - q. Prostitution and related offenses
 - r. Crimes related to obscene and other sexual materials and performances
 - s. Corruption of minors
 - t. Sexual abuse of children
2. Ever named as the perpetrator of a founded report of child abuse; OR
3. WITHIN THE 5-YEAR PERIOD IMMEDIATELY PRECEDING, convicted of a felony offense under The Controlled Substance, Drug, Device and Cosmetic Act.

| Approved By | Date |
|--------------------|---------------------|
| Dr. Tina Chekan | 4/29/2019 (amended) |
| Board of Trustees | 5/20/2019 |