

**Background Investigation and Criminal Records Check****Background Investigation**

The Superintendent, or his/her designee, shall conduct a thorough investigation into the past employment history, and other applicable background of any person considered for employment with the Inter-Lakes School District. All individuals covered by this Policy must authorize the District, in writing, to conduct a background investigation and consent to the release by third parties (such as former employers) of the information requested during the School District's investigation. This investigation shall be completed prior to making an offer of employment.

The Superintendent, or his/her designee, shall develop a background investigation protocol, for use in completing a background investigation and shall keep a written record of all background investigations. The background investigation may include, but is not limited to: entire employment history; fitness for duty at all prior employment; education history; criminal record and military record, if any; obtaining opinions and references regarding moral character and reputation; and soliciting and obtaining any other information the School District in its discretion, deems necessary.

As part of the application process, each applicant for a position shall be asked whether he/she has ever been convicted of any crime that has not been annulled by a court, and whether there are any criminal charges pending against him/her at the time of application. The falsification or omission of any information on a job application or in a job interview, including, but not limited to, information concerning criminal convictions that have not been annulled by a court or pending criminal charges, shall be grounds for disqualification from consideration for employment or immediate discharge from employment. If a criminal offense occurs, after employment, it must be reported to the Superintendent or their designee.

**Criminal Records Check**

Each person considered for employment by the Board whose duties require regular contact with pupils must submit to a State and FBI Criminal Records check. A person regularly in contact with students means a person who, in the performance of his/her duties, (1) comes in direct contact with pupils on a daily basis for any period of time, (2) meets regularly, e.g., once or twice a week, with students, including, but not limited to coaches and advisors. (3) has contact with students without a school employee present, (4) a substitute teacher, student teacher, student intern, and other educational staff, (5) any other persons whom the Superintendent believes, by virtue of their duties and contact with students, should appropriately undergo a Criminal Records check.

The Superintendent, or his/her designee, is responsible for establishing all necessary internal procedures relative to the initiation and completion of the State and FBI Criminal Records check.

**Contract Services:**

Any person performing contracted services and employees of the contractor whose duties require regular contact with students (e.g., bus drivers, service providers, cafeteria workers) or are designated by the Superintendent or School Board shall be subject to the background investigation and Criminal Records check required by this Policy.

**Volunteers**

Volunteers may be subject to a Background Investigation and Criminal Records check. Designated volunteers, i.e., those who have regular, direct contact with students or who have duties involving one-to-one contact with students shall be required to submit to a Criminal Records check. ▸

#### Financial Responsibility

The district shall be responsible for all costs related to the criminal records check for all employees and volunteers. The Inter-Lakes School District will not assume the financial responsibility for conducting criminal record checks for student teachers/interns.

#### Conditional Employment

No selected applicant for employment shall be extended a conditional offer of employment until the Superintendent or his/her designee has initiated the background investigation including the formal State and FBI criminal records check process.

Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her contract and continuation of employment is entirely contingent upon the completion of a Criminal Records check which is satisfactory to the School District.

#### Final Offer of Employment/Hiring Contracted Service Providers/Accepting Volunteers

No applicant shall be extended a final offer of employment or be allowed to serve in the District if such person has charges pending or has been convicted of any Section V Offense; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States; or where such person has been convicted of the same conduct in a foreign country.

An applicant may only be extended a final offer of employment or final approval to work/serve within the District's schools upon the satisfactory completion and results of criminal history records check and background check.

The School District will not hire contracted service providers or accept the services of volunteers who would be disqualified from employment under this Policy.

#### Record Retention

The School District shall maintain the confidentiality of all criminal history records information received. If the criminal history records information indicates no criminal record, the Superintendent shall destroy the information received immediately following its review of the information. If the criminal history records information indicates that the applicant has been convicted of any crime, the Superintendent shall review the information for a hiring decision. The Superintendent shall destroy any criminal history record information that indicates a criminal record within thirty days of receipt of such information.

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