BACKGROUND CHECKS

LAKES INTERNATIONAL LANGUAGE ACADEMY
An IB World School
District #4116

POLICY 204

I. PURPOSE

A. The purpose of this policy is to maintain a safe and healthy environment in the School in order to promote the physical, social, and psychological well-being of its students. To that end, Lakes International Language Academy (the "School") will seek a criminal history background check for the following:

1. All teacher applicants who receive an offer of employment with the School.
2. All other employees of the School whether or not they are instructing the students of this School. This also includes independent contractors and student employees in the School.
3. All volunteers that will be interacting with students; this includes classroom helpers and field trip volunteers.
4. Any volunteers that the Executive Director determines to need a background check completed due to the circumstances of the volunteer activity.
5. All members of the School's Board of Directors.

II. GENERAL STATEMENT OF POLICY

A. The School shall require that applicants for school positions who receive an offer of employment submit to a criminal history background check through the School's Human Resources personnel. The offer of employment and/or volunteer position will be conditional until the determination has been made by the School that the applicant's criminal history does not preclude the applicant from employment with the School.

B. The School specifically reserves any and all rights it may have to conduct background checks regarding current employees or applicants without the consent of such individuals.

C. The School also reserves the right to contact the Professional Educator Licensing and Standards Board (PELSB) before offering employment to any teacher about any disciplinary action against a teacher's license regarding sexual misconduct.

D. Adherence to this policy by the School shall in no way limit the School's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, independent contractors and student employees.

E. The School retains the right to rescind any offer of employment upon an unsuccessful background check or an unsatisfactory report from PELSB . An applicant will not commence employment until the School receives the results of the criminal background check.

III. PROCEDURES FOR TEACHING APPLICANTS

A. The School may conditionally hire an applicant pending completion of the background check, however the school shall notify the applicant that the applicant's employment may be terminated

based on the result of the background check. Background checks will be performed by an agency approved by the School.

B. An applicant who is offered employment is responsible for the cost of the background check by the agency that the School specifies. The school primarily uses an online service that is initiated by the applicant.

C. The School must contact PELSB when offering employment to any teacher about any disciplinary action against a teacher's license regarding sexual misconduct.

D. If disciplinary action has been taken against a teacher that is being considered for employment, the School will be responsible for seeking public data available regarding the disciplinary action against the teacher and will make their decision to hire or rescind the offer to hire based on that information.

E. If the applicant fails to provide the appropriate information to the background check agency and fees associated with such, the applicant will be considered to have voluntarily withdrawn the application for employment.

F. It is the discretion of the School to accept the background check performed by another agency and use that information to complete the hiring of the applicant. Background checks performed by another agency must be within the last 12 months.

G. When required to provide fingerprints to assist in a criminal history background check, the applicant must provide these fingerprints at a registered law enforcement agency and they must be usable.

H. This policy shall be available online; a copy will be made available on request. The need to submit to a criminal history background check may be included with the basic criteria for employment in the job posting and job advertisements.

I. The applicant will be informed of the results of the criminal background check(s) to the extent required by law

J. If the criminal history background check precludes employment with the School, the applicant will be so advised.

IV. PROCEDURES FOR OTHER SCHOOL EMPLOYEES, VOLUNTEERS AND INDEPENDENT CONTRACTORS

A. All other employees of the School (whether or not they are instructing the students of the School), independent contractors, student employees and volunteers in the School will be required to submit their information to Human Resource personnel and undergo a criminal history background check.

B. The School, in its discretion, may elect not to perform a background check on a non-teacher applicant if the applicant has already had a recent background check performed by an authorized agency and has given written consent for this information to be provided to the School by the agency directly.

C. It will be the discretion of the School if it will pay for the background check fees or if it will require the employee, independent contractor or volunteer to pay for the background check fee. By default, the fee is the responsibility of the applicant, independent contractor or volunteer.

D. Human Resources personnel will retain background check results and will also retain the list of employees, independent contractors and volunteers that are approved to be in contact with students.

E. The School specifically reserves any and all rights it may have to conduct the background checks and to notify any employee, independent contractor or volunteer of their results.

F. If the background check results are unfavorable and would impact the employee, independent contractor or volunteer from participating with the students, it is the School's responsibility to determine any disciplinary action that may need to be taken.

G. Background re-checks for volunteers will be required every three years. The schedule and type of background check may change periodically at the discretion of the School administration.

H. The background check responsibility for general contractor and construction labor should be completed by their corporation and included in our contract for their labor services.

REVISION HISTORY

Date	Status		Date	Status		Date	Status
06/10/09	Adopted		06/11/12	Amended		05/10/16	Amended
05/19/20	Amended		10/20/26	Amended			