

Pre-Employment, Current Employment, and Volunteer Criminal Background Checks

Introduction

The District will routinely conduct criminal background checks on district employees, job candidates, and those who have regular contact with students or access to district facilities. The conviction record of such persons (administrator, teachers, other employees, bus drivers, advisors or coaches, regular volunteers, student mentors, and other community volunteers) must be obtained and reviewed by the administration prior to a final decision to employ, begin volunteering, renew employment, or have access to facilities. Background checks will also be conducted on candidates for school board.

Guidelines

Current Employees

The conviction record of a current employee will not be considered unless the circumstances of the conviction or charge substantially relate to circumstances of the position held by the employee. Use or disclosure of conviction records will be subject to collective bargaining agreements and open records law. Current employees are required to self-report if they are charged with a felony or misdemeanor, or subject to a restraining order. Self-report is defined as notifying the district administrator within five days of the charge or issuance but before being contacted by the district administrator.

Scope of Conviction Report

The conviction report will include convictions or pending violations of the law, other than minor traffic (i.e., speeding and parking tickets) violations. Conviction means the final judgment on a verdict or a finding of guilty, a plea of guilty or a plea of no contest, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether the appeal is pending or could be taken. Conviction does not include a final judgment which has been expunged by pardon, reversed, set aside or otherwise rendered invalid. In accordance with state law, pending charges or convictions will not be used or considered unless they are substantially related to the circumstances of the particular job or a job applicant, volunteer, or current employee.

Application Disclosure Statement

The application form shall require individuals to disclose all convictions or pending violations of the law other than minor traffic violations. If the person refuses to cooperate in fully completing the disclosure form, or is found to have provided false, inaccurate or incomplete information on the disclosure form, the person could be disqualified from consideration for a volunteer position or employment, or may be considered for dismissal. If the conviction report confirms a conviction or pending charges which the candidate acknowledged on the application form, a determination shall be made whether or not to reject the application based upon:

