



Central Lakes Adventure School

Policy 404

Employment Background Check

Revised: 3/22/2022

404 Employment Background Check

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment, and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services or other extracurricular academic coaching services to a school regardless of whether any compensation is paid. The school district will also do background checks of volunteers, independent contractors, student employees, and potential board members before such members are added to the School Board.

II. GENERAL STATEMENT OF POLICY

A. The school district shall require that applicants for school district positions who receive an offer of employment, volunteer, or serve on the Board of Directors, submit to a criminal history background check. The offer of employment or position of service shall be conditioned upon a determination by the school district that an applicant's criminal history does not preclude the applicant from employment or service with the school district.

B. The school district 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. Adherence to this policy by the school district shall in no way limit the school district'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.

III. PROCEDURES

A. Normally an applicant, volunteer, or Director on the School Board who is offered employment, or a position as such, will not commence employment or service to the school until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant pending completion of the background check, but shall notify



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the applicant that the applicant's employment may be terminated based on the result of the background check. However, the School will obtain

background checks on all potential board members before such members are added to the School Board. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (hereinafter "the BCA"). The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

B. An applicant, volunteer, or Director on the School Board who is offered employment, or a position as such, must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, at the election of the school district. If the applicant fails to provide the school district with a signed Informed Consent Form at the time the applicant receives a job offer, the applicant will be considered to have voluntarily withdrawn the application for employment. Background check expenses will be covered by the district.

C. The school district, in its discretion, may elect not to request a criminal history background check on an applicant who holds an initial entrance license issued by the state board of teaching or the state board of education within the 12 months preceding an offer of employment.

D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:

1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
2. the other school hiring authority conducted a criminal background check within the previous 12 months;
3. the applicant executes a written consent form giving the school district access to the results of the check

E. For all non state residents who are offered employment, a volunteer position, or as a Director on the School Board with the school district, the school district shall request a criminal history background check on such applicants from the superintendent of the BCA and from the government agency performing the same function in the resident state, or if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. Such applicants must provide an executed



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criminal history consent form.

F. When required, applicants must provide fingerprints to assist in a criminal

history background check. If the fingerprints provided by the applicant are unusable, the applicant will be required to submit another set of prints.

G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment upon 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, as provision of volunteering with students, or in service as a Director on the School Board.

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

I. If the criminal history background check precludes employment, volunteer ability, or service as a Director on the School Board with the school district, the applicant will be advised.

J. The school district may apply these procedures to volunteers, independent contractors, student employees, or Directors of the School Board as though they were applicants for employment.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.