

Pre-employment criminal background checks shall be conducted for all persons recommended for employment or volunteering in the District, regardless of the category or type of position. No one may begin employment with the District until the criminal background check is completed and verified by the Superintendent. All offers of employment are contingent upon the results of the criminal background check.

If the pre-employment criminal background check reveals a conviction, arrest or pending charge which the person recommended for employment failed to disclose as required on the District's employment application, the District may refuse to employ the person.

The District shall also conduct criminal background checks and driver record checks as required by law for persons employed or under contract to transport students for the District who do not hold a valid school bus endorsement. A person must be free of any disqualifying driving violations in order to be authorized to transport students. If after the background check and driver record check is conducted the person is convicted of a disqualifying offense, he/she shall be required to inform the District of any motor vehicle accident in which he/she was the driver, any suspension or revocation of operating privileges, and any conviction or operating privilege revocation that would disqualify him/her from providing student transportation. The person shall not be allowed to transport students for the time period specified.

Any current District employee who has been charged with or convicted of a felony shall report that fact to the Superintendent without delay. Failure to report under this policy may result in disciplinary action, up to and including termination.

Except as otherwise noted in this policy, arrest or conviction record information will only be considered or used in making employment decisions when a pending charge or conviction is substantially related to the circumstances of the particular job

The administration shall establish the procedures necessary to obtain the required criminal background checks and carry out the other provisions of this policy.

Legal References:

Cross References:

CRIMINAL BACKGROUND CHECKS

Policy 533.1

Page 2 of 2

Adoption Date: 8/26/2019