

## **CRIMINAL HISTORY RECORD CHECK**

To more adequately safeguard students and staff members, the Board requires an inquiry into the background of each applicant the Superintendent or designee recommends for employment on the District's staff. Any contracts with outsourced services, employment agencies or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District and for volunteers assisting District staff.

Background checks will be conducted through appropriate State agencies or other applicable means. The Superintendent or designee will review the results of the background checks. The Superintendent or designee shall have sole discretion to determine whether information obtained through the background check process disqualifies an individual from employment with the District or from volunteering with the District.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the Superintendent or designee may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

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