

REVISED POLICY - VOL. 28, NO. 1PERSONAL BACKGROUND CHECKS AND MANDATORY  
REPORTING OF CONVICTIONS ( ) AND ARRESTS

To protect students and staff members, the School Board requires an inquiry into the personal background of each applicant the ~~Superintendent~~ **Executive Director** recommends for employment on the ~~Corporation~~ **Career Center**'s professional staff. Such an inquiry shall also be made for all substitutes.

The ~~Superintendent~~ **Executive Director** shall establish the necessary procedures for obtaining personal background information on each applicant recommended for employment as a professional staff member which shall include the following:

- A. an expanded national criminal history check ~~(as defined by I.C. 20-26-2-1.5) of the criminal history record system maintained by the Federal Bureau of Investigation based on fingerprint identification or another method of positive identification~~ **as defined by I.C. 20-26-2-1.5**
- B. a search of the national sex offender registry maintained by the United States Department of Justice
- C. telephone inquiry with ~~each~~ former ~~employer~~ **employer(s)**
- D. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred
- E. verification of the applicant's eligibility to work using the E-Verify database maintained by the Federal government as required by I.C. 12-32-1

~~( )~~ ~~fingerprint check~~

~~( )~~ ~~a detailed background history including all prior employment and volunteer positions~~

**(X)** an Indiana Bureau of Motor Vehicles driver history if the position

The Board may deny employment to an applicant who is convicted of an offense for which the applicant's license for the position may be revoked or suspended by State law.

Each applicant shall certify under penalty of perjury his/her eligibility to be employed by the Board as a United States citizen or a qualified alien. The Board may deny employment to an applicant who is convicted of an offense for which the applicant's license for the position may be revoked or suspended by State law.

[X] Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the Superintendent Executive Director may provide for a substitute.

~~( ) or employ the applicant as a substitute.~~

The procedures shall provide that information and records obtained from pre-employment inquiries under this policy are confidential and shall not be released except as necessary to implement this policy or defend a decision made pursuant to this policy.

Any costs associated with obtaining the criminal history record are to be borne by the applicant.

During the course of his/her employment with the School Corporation Career Center, each professional employee and substitute teacher shall be required to report his/her

(X) arrest or the filing of criminal charges against the employee; and

conviction of criminal charges to the Superintendent Executive Director within two (2) business days of the occurrence. The Superintendent Executive Director shall obtain a review of each reported conviction and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the convicted employee.

~~The Superintendent Executive Director shall prepare administrative guidelines to implement this policy.~~

I.C. 10-13-3

I.C. 20-26-2-1.5

I.C. 20-26-5-10 and-11

I.C. 20-28-5-8

~~I.C. 10-13-3, 20-26-2-1.5~~

~~I.C. 20-26-5-10, 20-26-5-11, 20-28-5-8~~