

**BOARD OF SCHOOL TRUSTEES**

OPERATIONS

**SCHOOL CENTRAL NINE CORPORATION CAREER CENTER**

8121/page 1 of 2

**REVISED POLICY - VOL. 28, NO. 1**

**PERSONAL BACKGROUND CHECK – CONTRACTED SERVICES**

To protect students and staff members, the Board requires an inquiry into the personal background of each employee of a contractor or sub-contractor who is likely to have direct, on-going contact with children within the scope of their employment.

The ~~Superintendent~~ **Executive Director** shall establish the necessary procedures to provide that contractors and sub-contractors conduct an inquiry into the background information of these employees that shall include the following:

- A. an expanded national criminal history check **as defined by I.C. 20-26-2-1.5** ~~(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~~
- B. a search of the national sex offender registry maintained by the United States Department of Justice
- C. arrest and/or filing of criminal charges against each employee within two (2) business days of the occurrence and the disposition of such arrest or filing of charges concerning employees of contractors and sub-contractors
- D. verification of enrollment in and use of the Federal E-Verify program to check eligibility to be employed (all employees)
- ~~(+) fingerprint check~~
- ~~(+) a detailed background history including all prior employment and volunteer positions~~
- ~~(+) an Indiana Bureau of Motor Vehicles driver history if the position involves driving~~

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8121/page 2 of 2

Each contractor and sub-contractor providing services to the ~~Corporation~~ **Career Center** shall screen all employees who are likely to have direct, on-going contact with children in the course of providing services to the ~~Corporation~~ **Career Center**. Screening shall only be required one (1) time during the period of the current contract with the ~~Corporation~~ **Career Center** as long as the contractor has continuously screened new hires, and required the same of its sub-contractors and required that these employees report arrest and the filing of criminal charges against them. Compliance with this requirement shall be verified by either:

- A. inclusion of the requirement as material term of the contractor's or sub-contractor's contract; or
- B. execution of a certificate of compliance with this policy which shall be maintained with the contract in the ~~Corporation~~ **Career Center's** files.

Non-compliance with these requirements shall be a breach of a material term of any contract between a contractor/sub-contractor and the ~~Corporation~~ **Career Center**.

The ~~Superintendent~~ **Executive Director** shall develop administrative guidelines to implement this policy. These procedures shall provide for the review of each reported arrest and/or criminal charge and for a response to the reported information that protects members of the school community from persons who may be dangerous to them. Failure of a contractor or sub-contractor to remove an employee from direct contact with students, upon request from the ~~Superintendent~~ **Executive Director**, shall be considered to be a material breach of the contractor's or sub-contractor's contract with the ~~Corporation~~ **Career Center**.

I.C. 10-13-3,  
**I.C. 20-26-2-1.5**  
I.C. 20-26-5-10, ~~-11, 20-28-1-2,6,8~~