

World Learner School



POLICY: **611** **Criminal Background Check Policy**

EFFECTIVE DATE: 4.7.00

REVISED DATE: 1.30.12
 9.22.14
 4.4.16
 7.25.16
 1.7.19
 11.25.19

I. PURPOSE

The purpose of this policy is to ensure that the World Learner School is in compliance with Minnesota statute relating to criminal background checks for teaching staff, those volunteering to work with students and for independent contractors.

II. GENERAL STATEMENT OF POLICY

The World Learner School Board is required to request a criminal background check on all individuals offered employment at the school. In addition, a criminal background check will be requested for individuals providing sporting or extracurricular academic or other enrichment activities (enrolled student volunteers are exempt).

At its discretion, the Board may also request criminal background checks for individuals who enter the school or the grounds for the purpose of volunteering, acting as an independent contractor or as a student employee.

To protect the students, teachers and the school's reputation, it is recommended that the criminal background check for all teachers and volunteers be conducted annually. The background check will include but not be limited to the National Sex Offender Registry, Social Security Number Trace, and MN State Bureau of Criminal Apprehension.

In the event that a background check comes back with a criminal record, the WLS Director shall determine whether the individual will be allowed to work or volunteer at WLS. The Director may consult legal counsel to make this decision.

The school is required to inform an individual who is the subject of a criminal background check that they have the right to request a copy of the background check report. At its discretion, the school may charge the individual for any fees incurred in obtaining the copy. The individual has the right to question the accuracy and completeness of the information in the background check report by contacting the reporting entities at the individual's expense.

Criminal activity of any kind will be dealt with in accordance with the school's disciplinary procedures.

At the beginning of the year, or when a new student enrolls, the school will notify parents or guardians of the school's policy of requiring background checks for teachers and volunteers. Alternatively, the board may request that the background check policy be outlined in the parent handbook

Under this policy, the school will not undertake any other background check (a credit check or medical check, for example) without permission of the individual.

References:

Minn. Stat. § 123B.03 (Background Check)

Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)