

Criminal Background Investigations

Board policy requires that any finalist recommended to be employed in a paid or volunteer position with the District, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a criminal background investigation conducted by the appropriate law enforcement agency before appointment by the Board. The results of the criminal background check will be presented to and reviewed by the superintendent. Any concerns regarding the background check shall be communicated concurrent with the recommendation for employment or appointment, if applicable.

Any subsequent offer of employment or appointment will be contingent on results of the criminal background check, which must be acceptable to the Board, in its sole discretion. In the event that the background check cannot be obtained in a timely fashion, an individual may be recommended for hire or appointment contingent upon positive results of a background check and allowed to work with students through an arrangement which provides for temporary supervision of the employee or volunteer on an as-needed basis.

The following applicants, as a condition for any offer of employment, will be required to authorize, in writing, a name-based and fingerprint criminal background investigation:

- A certified teacher seeking full- or part-time employment with the District;
- An educational support personnel employee seeking full- or part-time employment with the District;
- An employee of a person or firm holding a contract with the District, if the employee is assigned to the District;
- A volunteer assigned to work in the District, who has regular unsupervised access to students; and
- Non-licensed substitute teachers.

Any requirement of an applicant to submit to a fingerprint background check will be in compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If an applicant has any prior record of arrest or conviction by any local, state, or federal law enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed by the Superintendent, who will decide whether the applicant will be declared eligible for appointment or employment. Arrests resolved without conviction will not be considered in the hiring process, unless the charges are pending.

Poplar School District

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Legal Reference:	§ 44-5-301, MCA	Dissemination of public criminal justice information
	§ 44-5-302, MCA	Dissemination of criminal history record information that is not public criminal justice information
	§ 44-5-303, MCA	Dissemination of confidential criminal justice information
	ARM 10.57.113	Substitute Teachers
	Public Law 105-251	Volunteers for Children Act

Policy History:

Adopted on:

Revised on: 11 July 2016