

North Lakes Academy

Policy #: 605

Policy Name: Background Check Policy

Adopted: February 9, 2010

I. Purpose

The Board of Directors recognizes the importance of providing a safe school environment to ensure the physical, social and psychological well-being of all of its students. Therefore, The Board of Directors has developed a background screening process for all applicants who receive an offer for employment, volunteers serving in any capacity at/or on behalf of North Lakes Academy, independent contractors, or student employees.

II. Specific Policy Elements

1. North Lakes Academy shall require all applicants who receive an offer of employment submit to a criminal background check at their expense. The offer of employment shall be based upon a determination by school administrators that an applicant's criminal history does not preclude the applicant from employment with the school.
2. Adherence to this policy by the school shall in no way limit the North Lakes Academy from requiring additional information. When required, employees, applicants, volunteers, or independent contactors must provide fingerprints to assist in criminal background check. If the fingerprints provided are unusable, the individual must submit another set of prints.
3. North Lakes Academy may use the results of a previous background check, as long as it has been done within the past 12 months and it is completed by an appropriate authority.
4. North Lakes Academy Administration will ensure that all background checks are held in compliance with all state and federal statues, such as Fair Consumer Reporting Act.
5. Copies of this policy will be available from the school's business office upon request.

Procedures regarding background checks for employment

1. An individual will not commence employment until the school receives the results of the criminal background check. However, the school may conditionally hire an individual pending completion of the background check, but shall notify the individual that the individual's employment may be terminated based on the results of the background check. The school's hiring authority is not liable for failing to hire or terminating an individual's employment or other service based on the outcome of the criminal background check.
2. An individual who is offered employment must sign a background check consent form.
3. For all non-state residents or recently relocated applicants who are offered employment, the school shall request at least two background checks, one from the state of Minnesota and one from the applicant's most recent resident state.
4. Copies of this policy will be distributed to applicants for employment upon request. The need to submit to a background check may be included with the basic criteria for employment in the job posting or advertisements.
5. The applicant will be informed of the results of the background check to the extent required by law.
6. If the background check precludes employment with the school, the individual will be so advised.
7. Background checks for employees shall be done in conjunction with license renewal for teaching staff and every 5 years for all other positions.

Procedures regarding background checks for volunteers

1. Background check consent forms are available from the business office.
2. Fees for background checks will be paid by the volunteer.
3. Background checks need to be completed before a volunteer can coach either athletic or non-athletic activities, chaperone field trips, attend overnight activities, work with students, or run for a seat on the school's Board of Directors.
4. Volunteers need to sign in and out at the school office prior to working with students or attending field trips.
5. The volunteer will be notified of the results of the background check to the extent required by law.
6. Background checks must be updated every 3 years in the same manner which you originally applied, including payment.
7. The school shall notify the parents of the policy at the beginning of each school year after it is adopted or when it is revised.

Procedures regarding background checks for independent contractors, guests and bus drivers.

1. Independent contractors subject to this policy who possess professional licensure granted by the State of Minnesota and whose professional license is in the field directly related to the service they are contracted for, may be allowed to commence work provided that a background check is a condition for the issuance of their license. Such independent contractors must provide proof of licensure and proof of their background check prior to commencing work.
2. Should a background check not be a requirement of licensure, the contractor will need to fill out a consent form from our business office and pay for the background check.
3. Guests will not be required to have a background check completed. Instead, they are required to have school personnel escort them throughout the building and remain with them at all times during their visit. Guests include: one time repair technicians, guest speakers and anyone who has a specific reason to visit during the regular school day and are approved by administration.
4. Background checks for bus drivers are done by the school district(s) we hire for service; therefore, NLA has no separate policy regarding them.

III. Special Reporting Requirements

Background checks for school board members will be forwarded to the Minnesota Department of Education as per our sponsor agreement.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Inaccurate or incomplete data)
Minn. Stat. § 123B.03 (Background checks)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)