

Woodbury Leadership Academy

Adopted: 1.26.16

Revised:

303 BACKGROUND CHECKS

1. PURPOSE

- 1.1. 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, teachers and staff.

2. GENERAL STATEMENT OF POLICY

- 2.1. The Board of Directors of Woodbury Leadership Academy requires that a criminal background check be completed for any and all applicants who receive an offer of employment, volunteers serving in any capacity at/or on behalf of Woodbury Leadership Academy, independent contractors, and student employees.

3. SPECIFIC POLICY CONDITIONS

- 3.1. Woodbury Leadership 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.
- 3.2. Adherence to this policy by the school shall in no way limit Woodbury Leadership Academy from requesting or requiring additional information. When required as follow-up to a properly executed background check, employees, applicants, volunteers, or independent contractors must provide fingerprints to assist in finalizing a criminal background check. If the fingerprints provided are unusable, the individual will be requested to submit another set of prints. In no case will fingerprints be required of any applicant, volunteer, consultant or student in order to complete the initial required background check.
- 3.3. Woodbury Leadership Academy will pay the costs of background checks for applicants to official WLA Job Postings and for current and continuing employees requiring a background check renewal. Costs of background checks for volunteers or consultants shall be the responsibility of the volunteer or consultant. These costs will be passed through to the volunteer or consultant matching the expected invoiced amount from the vendor.
- 3.4. Woodbury Leadership Academy may use the results of a previous background check, as long as it was completed within the past 24 months and it was completed by an appropriate authority, as determined by Woodbury Leadership Academy Administrative staff. The resulting background check report must be transmitted directly from the responsible organization maintaining the background check report to Woodbury Leadership Academy director.
- 3.5. The Director and the Administrative Staff of Woodbury Leadership Academy are responsible for selecting a reputable vendor to perform the background checks. Such vendor must be able to perform a nationwide search, if necessary. The cost of the background checks should also be considered as part of the selection criteria, so as to keep the cost to a minimum.
- 3.6. Woodbury Leadership Academy director will ensure that all background checks are held in compliance with all state and federal statutes, such as Fair Consumer Reporting Act. Information contained in background checks will be treated as confidential.
- 3.7. Copies of this policy will be available from the school's business office and web page, and a physical copy will be made available upon written request at the business office.
- 3.8. Background checks shall be required at these intervals:

- 3.8.1. Background checks for professional licensed employees and staff shall be completed in conjunction with the individuals professional license renewal
- 3.8.2. All non-licensed staff, contractors and volunteers will complete a background check every 3 years.
- 3.9. Procedures regarding background checks for employment
 - 3.9.1. An individual will not commence employment until the school receives the results of the criminal background check.
 - 3.9.1.1. 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.
 - 3.9.1.2. 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. An individual who is offered employment must sign a background check consent form.
 - 3.9.2. 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
 - 3.9.3. The applicant will be informed of the results of the background check to the extent required by law.
 - 3.9.4. If the background check precludes employment with the school, the individual will be so advised.
- 3.10. Procedures regarding background checks for volunteers:
 - 3.10.1. Background checks must 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.
 - 3.10.2. Volunteers need to sign in and out at the school, following current school security process, prior to working with students or attending field trips.
 - 3.10.3. The volunteer will be notified of the results of the background check to the extent required by law.
 - 3.10.4. Background checks for volunteers must be updated every 3 years in the same manner originally applied, including payment.
- 3.11. Procedures regarding background checks for Independent Contractors and guests:
 - 3.11.1. 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.
 - 3.11.2. Should a background check not be a requirement of licensure, the contractor will need to fill out a consent form from at the WLA business office and pay for the background check.
 - 3.11.3. Guests will not be required to have a background check completed. All guests are required to have a visible badge or other form of identification distributed by school staff that signifies they are permitted to be in the building. 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.
- 3.12. Complaints Process - Complaints regarding the proper processing of, resulting decisions arising from, or efficacy and truthfulness of a background check report should follow the WLA complaint process as stated in WLA policy number 103 – "Complaints – Students, Employees, Parents, Other Persons".