

WOODBURY LEADERSHIP ACADEMY

Adopted: January 26, 2016

Revised: December 19, 2017

303 BACKGROUND CHECKS

I. PURPOSE

For the health and safety of all Woodbury Leadership Academy's students, this policy requires that Woodbury Leadership Academy (hereafter referred as WLA) require criminal history background checks for all school employees, volunteers, and substitutes who interact with students and/or who could potentially be left unsupervised with a student.

II. GENERAL STATEMENT OF POLICY

- A. Anyone on WLA's grounds or at one of its events with significant access to students, or unsupervised time spent with students, is required to submit to a criminal history background check prior to engaging with students.
 - 1. This includes all school employees, volunteers, substitutes, or emergency replacements.
 - 2. At the time of hire, all employees shall complete a background check.
 - 3. Volunteers shall acquire the necessary paperwork at the front office.
- B. Substitute Teachers:
 - 1. All substitute teachers are required to pass a criminal history background check for conditional employment.
 - 2. No substitute shall be in contact with student other than to provide direct instruction or other services for which the substitute was hired, except as deemed appropriate by the Lead School Administrator.
 - 3. WLA specifically reserve any and all rights it may have to conduct background checks regarding employees, applicants, or service providers with the consent of such individuals.
- C. Volunteers (guest speakers, chaperones, teacher's assistant, etc.):
 - 1. WLA requires criminal history background checks on any volunteer who accompanies students off campus (i.e., chaperones for field trips), and any volunteer who is responsible for working with students on campus, but not under the supervision of a licensed teacher.

2. Volunteers who will be left unsupervised with students shall undergo a check against the state sex offender registry and undergo a criminal history background check.
3. WLA school volunteers shall complete a background check annually.
4. WLA board members shall undergo a criminal history background check once per term.

D. Emergency Replacement:

1. In the case that an emergency replacement is necessary (i.e., a teacher suffers a medical emergency or is involved in a severe accident), an emergency replacement will be provided immediately.
2. Until the results of the emergency replacements criminal history background check are determined, the Lead School Administrator or the designee is required to supervise the class.
3. All substitute teachers are required to pass a criminal history background check for conditional employment.

E. Criminal History Background Check Procedures:

1. At the beginning of the school year, all parents will be notified that WLA requires criminal history background checks on all school personnel, including board members, volunteers with unsupervised access to students, emergency replacements and substitutes.
2. Background checks will be conducted through the service provider of WLA's choosing. The service provider shall include Minnesota Bureau of Criminal Apprehension and the national sex registry.
3. The cost of a staff and board member background checks will be paid by WLA. The cost of school volunteer background check will be paid by the volunteer.
4. If a person is denied employment or dismissed based on information in a background check, he/she will receive notice of the reason, and will have the opportunity to respond.

F. Supervision Policy

1. The Lead School Administrator is responsible for supervising students to ensure their safety, and shall provide heightened supervision of substitutes, emergency replacements, volunteers and/or guest speakers.