

Adopted: 8/29/2020

## **EMPLOYMENT BACKGROUND CHECKS POLICY**

### **I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment in Notre École in order to promote the physical, social, and psychological well-being of its students. To that end, Notre École will seek a criminal history background check for applicants who receive an offer of employment with Notre École and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services, enrichment, music or other extracurricular academic coaching services to Notre École, regardless of whether any compensation is paid, or such other background checks as provided by this policy. Notre École may also elect to do background checks of other volunteers, independent contractors, and student employees in Notre École.

### **II. GENERAL STATEMENT OF POLICY**

A. Notre École shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to Notre École, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by Notre École that an individual's criminal history does not preclude the individual from employment with, or provision of services to, Notre École.

B. Notre École specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.

C. Adherence to this policy by Notre École shall in no way limit Notre École Academy's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

### **III. PROCEDURES**

Normally an individual will not commence employment or provide services until Notre École receives the results of the criminal history background check. Notre École may conditionally hire an applicant or allow an individual to provide services pending completion of the background check, but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the McDowell Agency. The McDowell Agency shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. § 13.87. Notre École reserves the right to also have criminal history background checks conducted by other organizations or agencies.

A. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to Notre École, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for Notre École to conduct a criminal history background check, and provide a money order or check payable to Notre École in an amount equal to the actual cost of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless Notre École decides to pay the costs for a

volunteer, an independent contractor, or a student employee. If the individual fails to provide Notre École with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

B. Notre École, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the state board of teaching or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.

C. Notre École may use the results of a criminal background check conducted at the request of another school hiring authority if:

1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
2. the other school hiring authority conducted a criminal background check within the previous 12 months;
3. the individual executes a written consent form giving Notre École Academy access to the results of the check; and
4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.

D. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.

E. Copies of this policy shall be available in Notre École's employment office and will be distributed to volunteers, independent contractors, student employees, applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.

F. The individual will be informed of the results of the criminal background check(s) to the extent required by law.

G. If the criminal history background check precludes employment with, or provision of services to, Notre École, the individual will be so advised.

H. Notre École may apply these procedures to other volunteers, independent contractors, or student employees.

I. At the beginning of each school year or when a student enrolls, Notre École Academy will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of Notre École's discretion in requiring a background check. Notre École may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

#### **IV. CRIMINAL HISTORY CONSENT FORM**

A form to obtain consent for a criminal history background check is available directly through the school or its website.

**Legal References:** Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)  
Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)  
Minn. Stat. § 364.09(b) (Exception for School Districts)

**Cross References:** MSBA/MASA Model Policy 404