

Policy Number:

533.1

Title:

Criminal Background Checks

A background check is required for all district employees, volunteers, and student teachers who have contact with students in the District. All persons applying for a position or volunteering are required to file in writing, in advance of employment on forms provided by the District, a statement identifying whether the applicant:

- A. Has been convicted of a misdemeanor or felony in this state or any other state or country;
- B. Has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the District's performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct or insubordination. Knowingly falsifying information shall be sufficient grounds for termination of employment;
- C. Shall be required to agree to the release of all investigative records to the Superintendent for examination for the purpose of verifying the accuracy of criminal violation information;
- D. Shall be required to agree to submit to criminal history records checks to be conducted by the District;
- E. May be required to supply a fingerprint sample.

Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

Background check records, waivers, and disclosure forms are maintained by the District in a secure, controlled access file. In compliance with retention requirements, these documents will be maintained for at least three (3) years if the individual does not become associated with the District or is not hired, and for ten (10) years post separation of the association/employment if the individual volunteers or is hired. Documents no longer retained by the District will be disposed of by a licensed, document shredding company.

LEGAL REF: Wisconsin Statutes Section 111.31, 111.335

Policy Adopted: March 5, 2018