



17267 Yale Street NW
Elk River, MN
763-595-1213
admin@threeriversmontessori.org

713 Employee and Volunteer Background Check Policy

Number: 713
Created: 11/13/2025
Approved: 12/16/2025

Purpose

Three Rivers Montessori is committed to maintaining a safe and nurturing environment for all students. Consistent with our core values, the school requires comprehensive background checks for employees, volunteers, and contractors who have direct contact with students. This policy ensures compliance with Minnesota law and supports our shared responsibility to protect children's well-being.

1. Legal Requirement

In accordance with Minnesota Statute § 123B.03, all individuals who are offered employment or volunteer roles with Three Rivers Montessori must undergo a criminal background check before beginning duties that involve contact with students.

This requirement applies to:

1. All full-time and part-time employees
2. Substitutes, long-term substitutes, and temporary staff
3. Volunteers who have regular or unsupervised contact with students
4. Independent contractors or service providers working directly with students
5. School Board Members

2. Frequency of Background Checks

1. Initial Check: All employees and volunteers must complete a background check prior to hire or placement.
2. Ongoing Checks: To uphold best practices and ensure ongoing safety, Three Rivers Montessori will conduct renewal background checks every five (5) years for all employees.
3. Volunteers: Volunteers with ongoing or unsupervised student contact will undergo a renewal check every three (3) years or more frequently at the school's discretion.
4. Contracted Providers: Vendors and contractors providing services on school

grounds or interacting with students must provide written assurance that their employees have completed comparable background checks.

5. School Board Members: Will undergo a background check before being seated (if appointed) or before being announced as a candidate.

3. Confidentiality and Recordkeeping

All background check results are confidential and handled in accordance with state and federal privacy laws. Results are maintained securely by the Executive Director or designee and are not shared beyond authorized personnel.

4. Employment Decisions

If a background check reveals a criminal conviction or other disqualifying information, the Executive Director will review the results in consultation with applicable statutes and may withdraw an employment or volunteer offer as necessary to ensure student safety.

5. Policy Review

This policy will be reviewed at least every three years or as required by changes in Minnesota law to ensure compliance and effectiveness.