



Background Check Policy

Background Check Policy

Approved By: TRM Board of Directors

Adopted: 09/20/2022

Personnel Hiring Procedures

I. Purpose

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

II. General Statement of Policy

The school district recognizes the ultimate quality of the educational program of the district is the result of the quality of employees who provide these services and the volunteers and collaborators who help to keep our organization running. The district is committed to attracting, employing, and retaining quality individuals to serve the community and implement the district's mission.

III. Background Check Coverage

- a. All employees, volunteers, school board members, and vendors are subject to a background check.
- b. Background checks are required for anyone who will or may be in direct or indirect contact with any students.
- c. Three Rivers Montessori will accept background checks completed by a vendor company in accordance with the Minnesota Bureau of Criminal Apprehension (BCA) as defined in Minn. Stat. § 13.87 provided that proof of a clear background check is provided for companies the school may partner with.

IV. Background Check Process

- a. A form to obtain consent for a criminal history background check is included with this policy.
- b. The Three Rivers Montessori Director will conduct a background check on all potential employees before they sign their offer letter in accordance with the Minnesota Bureau of Criminal Apprehension (BCA) as defined in Minn. Stat. § 13.87; The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.
- c. The background check for potential employees will follow the interview process if the candidate is still interested in employment with TRM.
- d. The background check results will be shared with the candidate and they will clearly be notified of any adverse findings and given an explanation if any adverse findings directly affect the role they are applying for.



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- e. Anyone who is subject to a background check will be notified that the results are kept confidential and that the background check is only to be used for the purpose of determining suitability to provide service on TRM grounds.
- f. The Director will be responsible for reviewing each candidate's background check and logging the results on a running spreadsheet for board review that will not have a term date and will remain running and historical for the life of Three Rivers Montessori.

V. Background Check Data

- a. Data is stored on the purchased background check website warehouse and also in each potential employee's personnel file for a period of 5 years after employment ends.

VI. Non-State Residents

- a. For all out of state residents who are offered employment with or the opportunity to provide services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.

VII. Rejection for a Negative Finding

- a. If a negative finding is produced on a background check for a potential employee, board member, volunteer, or vendor, the Director will review the finding and determine if the offense directly affects said person's ability to safely perform the function for which they are serving at TRM; if it does the Director will notify said person and they will not be employed, volunteer, or provide service.

VIII. Procedures

- a. Copies of this policy shall be available in the school district's employment office and will be distributed to 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.
- b. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication.