

Policy: GAK(1)

Descriptor Code: Criminal Background Check

To be eligible for full or part-time employment with the Clarke County School District, an applicant must first submit to fingerprinting and a criminal background check which will be conducted through the Clarke County School District Police Department. Costs of the fingerprinting and records check shall be borne by the applicant. Notwithstanding the foregoing eligibility requirements, the School District may employ personnel for a maximum of 20 days in order to allow for the receipt of the results of a criminal background check and/or issuance of a clearance certificate.

All fingerprinting will be performed by the Clarke County School District Police Department or other approved agency as directed by the Clarke County School District Police Department. All persons being fingerprinted must respond to questions on the application regarding past criminal history.

For fingerprinting of new employees in permanent positions (i.e. full time positions with benefits), the initial cost will be deducted from the employee's first paycheck to pay for the record check. If requested, the fee may be divided between the first two paychecks. All other employees (i.e. part-time, lay coaches) must cover the cost at the time of fingerprinting.

All personnel employed by the Clarke County School District shall have an updated criminal record performed at least once every five years. The District will bear any costs associated with such updates.

Subsequent criminal background checks will be conducted as follows:

1. Certificated personnel shall submit to a criminal background check at the time of any certificate renewal application to the Professional Standards Commission.
2. Classified or non-certificated personnel shall submit to a criminal background check once every five (5) years.
3. Substitute teachers and temporary employees, whether certificated or classified, will submit to a background check annually.

Use and Handling of Criminal Record Information

In the event the School District takes any adverse action against an applicant or employee based on information obtained during a criminal background check, the School District shall inform the affected individual of the specific contents of the record obtained ~~from the Georgia Crime Information Center~~ and the effect of that record on the employment decision.

Criminal background information shall only be used for authorized purposes. Any inappropriate use of criminal history information shall be grounds for disciplinary action including, but not limited to, termination and may result in reporting to the Professional Standards Commission and/or law enforcement.

The District does not make blanket prohibitions on employment based on criminal history, but will make an individualized assessment, giving the applicant or employee the opportunity to explain why he or she should not be denied a position due to the criminal information obtained. The District will consider Guidance issued by the Equal Opportunity Commission in its use of criminal history data.