

## **PERSONAL BACKGROUND CHECKS AND MANDATORY REPORTING**

To help ensure a safe environment and as required by state law, the Plainfield Community School Corporation will obtain for each individual hired for employment an expanded criminal history check and an expanded child protection index check. The individual will be responsible for the cost for obtaining the expanded criminal history check and the expanded child protection index check.

For purposes of this policy, "applicant" means any individual who is applying for employment with the school corporation and/or seeking to enter into a contract to provide services to the school corporation and that individual is likely to have direct, ongoing contact with children as a result of the individual's position. The term includes, but is not limited to volunteers, bus drivers, and lay coaches.

### 1. Employees

The expanded criminal history check must be obtained by the corporation prior to the individual beginning employment with the school corporation.

The expanded child protection index check process must be started prior to the individual beginning employment with the school corporation and the results must be obtained by the corporation no later than sixty (60) days after the individual's employment begins. If the applicant lived in a state other than Indiana over the age of 18 years, an expanded child protection index must be obtained for every state where the applicant lived. The applicant shall continue to be considered as an applicant working pursuant to a conditional offer of employment until the pre-employment background investigation is complete.

The school corporation, in accordance with Indiana law, will not hire an individual who has been convicted of an offense which requires the revocation of a license under state law, unless the conviction has been reversed, vacated, or set aside on appeal. Consistent with Indiana law, the School Corporation may use information collected during the pre-employment background investigation as grounds not to employ or contract with an individual.

School officials must communicate with all of the employment references and the most recent employer (if provided) of the applicant recommended for employment prior to the applicant being hired by the school corporation.

Each applicant shall provide all identifying information necessary to conduct the pre-employment background investigation and shall read and agree to all necessary documentation to conduct the pre-employment background investigation as a condition of being considered for employment. Each individual hired may be questioned about the individual's expanded criminal history check and the expanded child protection index check. Failure to answer honestly any questions related to the expanded criminal history check or the expanded child protection index check may be cause for termination of the applicant. Where the failure to make a truthful or complete disclosure is not detected until after the employee is employed, the employee may be terminated for insubordination.

## 2. Coaches

For any volunteer coach who will be coaching an Indiana High School Athletic Association recognized sport for Grades 9 through 12 the Corporation will obtain an expanded criminal history check on the coach prior to allowing the coach to perform any coaching duties including practices for the Corporation. The applicant will pay the costs for the expanded criminal history check for volunteer coaches.

The Corporation shall ask each applicant whether they are or have been accredited by the association, and if so, whether their accreditation has ever been suspended or revoked. References shall be requested from the individual and follow-up contact with each reference completed. The Corporation will contact the association to determine whether the individual's accreditation has ever been suspended or revoked.

## 3. Volunteers

All volunteers are required to complete a limited background check. All overnight field trips require volunteers to complete an extended background check.

All volunteers shall agree to abide by all Board policies and Corporation guidelines while on duty as a volunteer. Volunteers will sign a form releasing the Corporation of any obligation should the volunteer become ill or receive an injury as a result of his/her volunteer services.

## 4. Contractors

Any entity which has a contract to provide services to the corporation and whose employees have direct, ongoing contact with children when performing those services for the school, must provide to the corporation limited criminal histories for such employees. The entity and/or the entity's

employees are responsible for all costs associated with obtaining the limited criminal histories, expanded criminal history checks, and expanded child protection index checks. An individual who is working for such an entity may also be required to provide the individual's limited criminal history, expanded criminal history check and an expanded child protection index check to the school corporation upon its request to do so or to provide consent to the school corporation for it to request a limited criminal history, expanded criminal history check and an expanded child protection index check of the individual. This provision also applies to an individual who has a contract to provide services to the Corporation.

All individuals or entities that have contracts for services with the corporation are required by state law to report convictions of certain crimes enumerated in state law to the corporation. The superintendent or designee is responsible for implementing regulations to notify the individuals, including volunteers, and the entities for contracted services of this duty. In addition to the crimes listed in the state law, the notice shall also include the convictions of the attempted crimes listed in the law.

Any information obtained from an expanded criminal history check and an expanded child protection index check is confidential and shall not be released or disseminated. All applicants MUST inform the Corporation of his/her arrest or the filing of criminal charges against the applicant; any substantiated report of child abuse or neglect, and conviction of criminal charges to the Superintendent within two (2) business days of the occurrence. The Superintendent shall review all reported convictions and recommend appropriate actions to the Board.

No Corporation employee, contractor, or agent shall assist a Corporation employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

Legal Reference: I.C. 20-26-5-8  
I.C. 20-26-5-9  
I.C. 20-26-14-9  
20 U.S.C. § 7926(a)

SOURCE: Plainfield Community School  
Corporation Plainfield, IN

ADOPTED: 09/11/1997

REVISED: 10/09/03, 11/13/08, 07/09/09, 7/9/15, 7/14/16, 11/10/16, 7/13/17,  
5/10/18, 8/09/18, 8/08/19, 10/01/20