

# Policy

BOARD OF EDUCATION  
HORTONVILLE AREA SCHOOL DISTRICT

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## BACKGROUND CHECKS

The District will conduct a background check for all potential new employees, all volunteers, speakers who will be alone with students in classrooms or activities, coaches and advisors for curricular or co-curricular events or activities. Any contracts with outsourced services, employment agencies or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District. Such an inquiry shall also be made for substitutes who may be employed by the District and for volunteers assisting District staff. Prior to employment, the District will conduct a background check for the following classifications:

1. Administrative Staff
2. Certified Staff (including 4 Year Old Kindergarten Sites)
3. Support Staff (including 4 Year Old Kindergarten Sites)
4. Substitutes for Professional or Support Staff
5. Other groups such as coaches, practicum students, student teachers, advisors, school sponsored-open gym supervisors, summer school workers, ticket takers, chaperones, forensic judges, summer IT workers, summer outside workers, and auditorium help
6. All speakers should be approved by an administrator and a teacher should be present at all times.
7. Students that tutor or work with students in classrooms at the elementary and middle schools.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the District Administrator may employ the person on a provisional basis until the report is received.

Background checks will be conducted on current employees, which include - administrators, directors, teachers, support staff (aides, kitchen helpers, secretaries, supervisors, maintenance, mechanic, security) and bus drivers, on a rotation basis of every five (5) years. Licensed staff will have background checks completed at the same time of license renewal.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

### **Implementation:**

1. Background checks will be through a contracted service with a licensed investigative agency. The District Administrator or his/her designee will review the results of the background checks. The District Administrator or his/her designee, in accordance with state and federal law, will determine whether the information obtained through the background check process qualifies an individual for employment within the District or service as a volunteer. Student background checks will be conducted by the District Liaison Officer through the local police department.
2. Volunteers background checks will be done every three (3) years. Volunteer applications and background checks will be retained as District records.
3. All current employees require a background check every five (5) years.

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4. If a former employee returns as a substitute, a background check is required.
5. Staff should allow at least two (2) weeks for the process of a background check. If a candidate is from another state, the background check will take longer.
6. Student background checks will be done every year.
7. Administrators or Supervisors will not offer a candidate a position until the background check has been approved and verified by the District Administrator. The District reserves the right to withdraw any offer of employment or consideration for employment, or discharge an employee, upon finding falsification, misrepresentation, or omission of fact on an employment application, resume, other attachments, or in verbal statements, regardless of when it is discovered, in accordance with State and federal law.
8. Confidential or sensitive information and records obtained from a background investigation are considered confidential and shall not be released or disseminated unless required by applicable law. Background checks reports shall be maintained in separate, confidential files and retained in accordance with the District's retention procedures as recommended by the State.
9. The District reserves the right to update background investigations at any time while the authorization form is valid.
10. If a volunteer, staff member or potential employee has been denied because of their background check, they may reapply to the district one (1) year after the date of the denial. By them reapplying, this does not guarantee in any way approval of their background check.

## **Alternative Background Investigation for Volunteers w/o Social Security or Driver's Licenses:**

This process is to be used only when a parent/guardian desires to attend a specific school event with their child, but does not possess a social security number. It consists of pre-determined steps, mutually agreed upon by the school district and the investigation company, to attempt to validate the individual's identity and connection to the community. The parent/guardian is to chaperone their own child, they are not to chaperone any other children. This is for one event during the school year. The parent/guardian will need to complete the current Background Investigation forms and the Background Investigation for Volunteers w/o SSN form and submit these forms to the District investigation company. In the event the parent/guardian receives their social security number they will need to complete a new application to be submitted to the District background investigation company.

111.335 Wis. Stats.  
948.13 Wis. Stats

NEOLA 2015

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## HORTONVILLE AREA SCHOOL DISTRICT PROTOCOL FOR PERFORMING BACKGROUND CHECKS

### 1. Background checks will be completed on:

1. Volunteers, including field trips chaperones, regardless of what they are doing – every 3 years.
2. New Employees upon hire (every five (5) years or additional upon an administrator's recommendation).
3. Substitutes for Professional and Support Staff, upon hire (every five (5) years or additional upon an administrator's recommendation).
4. Current Employees every five (5) years or additional upon an administrator's recommendation.
5. Former Employees returning as substitutes (every five (5) years or additional upon an administrator's recommendation).
6. All other positions such as coaches, practicum students, student teachers, advisors, speakers, summer school workers, ticket takers, chaperones, forensic judges, summer IT workers, summer outside workers, and auditorium help or others – every three (3) years (additional upon an administrator's recommendation – prior to assignment).
  - a. Principal who approves the hiring of a Co-curricular coach or worker must contact the District Office to make sure the individual's background check is current.
  - b. NO agreement will be issued to Co-curricular coach or worker until a background check has been completed.
  - c. NO payroll check will be issued to Co-curricular coach or worker until a background check has been completed.
7. Students tutoring or working in classrooms at the elementary and middle schools with students need background checks every year.

### 2. Procedure for background check forms for Volunteers (including chaperones)

1. Submit the request to the school office.
  - a. School office personnel will verify whether or not a background check is current by checking the database.
  - b. School office personnel will notify the Staff member making the request of the status:  
- Volunteer Contract/Background Check Authorization form will be given if needed.
  - c. School office personnel will review the form for completion prior to sending to the Superintendent's Assistant. (Make sure all appropriate boxes and lines are completed)

### 3. Procedure for background checks for students:

1. Submit student's name to the District Office.
2. Name will be submitted to District Liaison Officer (Local Police Department).
3. Staff member will be notified once background check has been completed.
4. If background check is denied, District Liaison Officer will notify school administrator for final decision. Student and staff member will be notified by school administrator.

### 4. Background checks forms must be completed and submitted to the Superintendent's Assistant at least one week prior to event or hire. Processing can be delayed if:

1. Applicant has lived in another state.

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- 5. Forward the completed authorization to the Superintendent's Assistant.**
  1. Database will be updated, if background check is approved.
  2. Any notes in the database must be treated in a confidential manner, including discussing with other staff. If you have a question, please contact the District Office and either the District Administrator or Superintendent's Assistant will respond in accordance to policy guidelines and state and/or federal statutes.
  3. It takes approximately two (2) weeks to complete a background check. Upon preliminary approval, the applicant will be given the "Green Light" in the 'status field' of the database. Status will remain as "Started" if more information is needed prior to "Green Light" status or final approval.
- 6. When an issue arises with a background check investigation:**
  1. The Superintendent's Assistant will consult with the District Administrator (issues of concern include, but not limited to, sexual abuse, child neglect, drug and/or alcohol involvement, theft and/or domestic abuse).
  2. The District Administrator will decide the status of the background check and act in accordance with state and federal statutes.
- 7. If a background check cannot be completed prior to the event or activity, he/she cannot chaperone students alone and must be paired with another chaperone or teacher.**
- 8. If the volunteer objects to completing the authorization, he/she cannot participate as a volunteer.**

# Policy

## HORTONVILLE AREA SCHOOL DISTRICT

**PLEASE READ ALL INFORMATION CAREFULLY!**

District Administrative Office

246 N. Olk Street, P.O. Box 70

Hortonville, WI 54944-0070

PH: 920/779-7921 FAX: 920/779-7903

### **Background Investigation Volunteer/Employment Contract**

*(VOLUNTEERS - RETURN COMPLETED FORMS TO SCHOOL OFFICE)*

*(CURRENT/POTENTIAL EMPLOYEES – RETURN COMPLETED FORMS TO DISTRICT OFFICE)*

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone # \_\_\_\_\_ Email address: \_\_\_\_\_

Reason for background check: \_\_\_\_\_ Employment/Current position: \_\_\_\_\_

**IF THIS IS FOR A FIELD TRIP – DATE OF FIELD TRIP:** \_\_\_\_\_

Athletic/Academic Program(s) – Volunteer or Employment/Current Position: \_\_\_\_\_

Building(s): (circle the building(s) at which you are volunteering, seeking employment, or current position)

4K Sites: HES / Hillside / Play & Grow / St. Edwards / YMCA Schools: GES/GMS/HES/HMS/NGES/HHS Teacher's Name(s) to volunteer for: \_\_\_\_\_

Program(s)/Areas of Interest: (circle those for which you may be interested in volunteering, add those that you do not see listed)

PTO Board Member	Student Mentor/Tutor	Athletics	Office Assistant
Library Assistant	Special Events Baker	Field Trips	Special Events Planner
Bookroom Coordinator	Classroom Helper	Drama	Coach
Student Recognitions	Staff Recognitions	Forensics/Debate	

I understand and agree that my involvement as an Employee or Volunteer with the Hortonville Area School District (HASD) is performed under the following provisions:

1. I understand that the initial fee for the background investigation is covered by the District. Fees for out-of-state, out-of-country or any other fee that may be incurred is my responsibility.
2. I have never been convicted of a felony or criminal offense, nor do I have any pending charges against me. **(Please see #8 if you have been convicted of a felony or criminal offense.)**
3. In the Athletic programs, I will familiarize myself with and adhere to WIAA and extra-curricular policies and procedures.
4. As a volunteer, I will not be paid any salary nor receive any benefits for my services.
5. I will be covered by the Hortonville Area School District liability insurance.
6. I will withdraw immediately from volunteering if I am unable or unwilling to follow the provisions herein.
7. My ability to volunteer or be employed will remain pending until the criminal background check is completed and has administrative approval. I understand that a background check may take 2 to 4 weeks to processes. *Background check is valid for three years for volunteers and five years for staff from date of approval; then re-application is necessary.*
8. Yes, I have been convicted of a criminal offense. (Criminal offense includes a felony, traffic and/or local ordinance citation.)  Yes (Please check) Please make sure to fill out all criminal information on the 2<sup>nd</sup> page of the application. District procedure is the past 25 years. **Please note – you need to disclose any past conviction or charges pending, including Deferred Prosecution Agreements, traffic and local ordinance citations. You are required to include convictions that have been Expunged. Your application may be denied if you do not disclose this information.**

I hereby affirm that all information in this Volunteer/Employment Contract is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information may result in termination of my volunteer/employment contract with the Hortonville Area School District.

Applicant's Signature \_\_\_\_\_

Updated: November 2017

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