

**CRIMINAL RECORD REPORTING AND BACKGROUND CHECKS**

**Applicants for Employment and Volunteers**

Any person applying for employment with the District shall be required to inform the District in advance of employment whether he/she has:

- a. been convicted of a misdemeanor or felony in Wisconsin or any other state or country; and
- b. been dismissed or non-renewed, or has resigned from employment in lieu of a potential dismissal or nonrenewal for any of the following causes: failure to meet the performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct or insubordination.

In addition, a criminal background check shall be conducted for all persons recommended for employment as administrators, teachers, other certified employees, substitute teachers and all other non-certified employees, including but not limited to substitutes, custodial/maintenance employees, educational assistants, secretarial/clerical staff, educational interpreters, part-time/temporary, advisors and coaches.

Applicants shall not be allowed to begin employment with the District until a criminal background check is conducted by the staff in the District Administration Building. All offers of employment are contingent upon the results of this criminal background check.

District volunteers who have District-approved access to children in unsupervised settings (e.g. off-school district property and/or overnight trips) must also consent to a criminal background check before they will be allowed to come in contact with students.

Information from criminal background checks will not be used or considered in making employment or volunteerism decisions, unless there are past convictions or pending charges that are substantially related to the circumstances of the particular job or volunteer assignment.

**Current Employees**

Current District employees shall be required to notify their immediate supervisor or administrator after any arrest, indictment, conviction, no contest plea or guilty plea, or other adjudication of the employee for any felony, misdemeanor or other offense.

Employees are not required to report minor traffic violations. However, an offense of operating a vehicle while under the influence, revocation or suspension of a license, and driving after revocation or suspension are required to be reported.

The District shall conduct an annual driver's license record check on all District employees who drive a District vehicle or operate mobile equipment for the District. The District may also conduct criminal history and background checks on current District employees as deemed appropriate.

An employee's arrest, indictment or conviction of a crime shall not be an automatic basis for termination. The District shall consider the criminal record information and make related

employment decisions in accordance with provisions of the District's current Employee Handbook and applicable legal requirements.

LEGAL REF.: Sections 111.335 Wisconsin Statutes  
118.19

CROSS REF.: 533.1-Rule, Guidelines for Pre-Employment and Pre-Volunteering  
Criminal Background Checks  
511, Equal Employment Opportunities  
522.1, Alcohol and Drug-Free Workplace  
522.4, Staff Misconduct Reporting  
533, Staff Recruitment and Hiring  
Employee Handbook

APPROVED: June 7, 2004

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