

Policy 404 EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in Northfield Public Schools in order to prepare every student for lifelong success and its commitments to people and equity. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the district or such other background checks as provided by this policy. The district may also elect to do background checks of volunteers, independent contractors and student employees in the district over the age of 18.

II. GENERAL STATEMENT OF POLICY

- A. The district shall require that applicants for district positions who receive an offer of employment and all individuals, except student workers/volunteers under the age of eighteen (18), who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment shall be conditioned upon a determination by the district that an applicant's criminal history does not preclude the applicant from employment with, or provision of services to, the district.
- B. The district specifically reserves any and all rights it may have to conduct background checks regarding current employees, or service providers without the consent of such individuals.
- C. Adherence to this policy by the district shall in no way limit the district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors and student employees.

III. PROCEDURES

- A. An individual will not commence employment or provide services until the district receives the results of the criminal history background check. Background checks will be performed by a district approved vendor and shall include data from the Minnesota Bureau of Criminal Apprehension ("BCA"). The BCA shall conduct the background check by retrieving criminal history data as defined in Minnesota Statutes section 13.87. The district reserves the right to also have criminal history background checks conducted by other organizations or agencies.
- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the district, except for a student worker/volunteer under the age of eighteen (18), the

individual must complete the online application process. Completion of this process provides permission to conduct a criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to complete the process or pay the fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

- C. The district may use the results of a criminal background check conducted at the request of another school hiring authority if:
 - 1. The results of the criminal background check are on file with the other school hiring authority or otherwise accessible.
 - 2. The other school hiring authority conducted a criminal background check within the previous 12 months and the standards of the other school hiring authority match those of the district.
 - 3. The individual executes a written consent form giving the district access to the results of the check.
 - 4. There is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.

- D. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching service to the district, the 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 district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the district. Such applicants must provide an executed criminal history consent form.

- E. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.

- F. Copies of this policy shall be available in the 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 service 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.

- G. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- H. If the criminal history background check precludes employment with the district, the individual will be so advised.
- I. The district shall apply these procedures to volunteers, independent contractors or student employees.
- J. At the beginning of each school year or when a student enrolls, the district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the district's discretion in requiring a background check. The district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.
- K. Volunteer background checks are conducted annually.

Policy 404 Employment Background Checks

Adopted: 02.14.2005; Updated: 12.14.2020; Non-Substantive Update: 09.30.2022, 01.13.2025

Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

Legal References: Minn. Stat. § 13.04, Subd. 4 (Rights of Subjects of Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal Justice Data)
Minn. Stat. § 123B.03 (Background Checks)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, Elder, and Individuals with Disabilities Protection
Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References: None