

BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK

To help assure the safety of District students, it is the policy of the School Board that before any person is employed by the School District, or are otherwise placed into positions whereby they have frequent close contact with - or supervision of - students, that the administration conducts proper investigation into such person's background, including, without limitation, a criminal history records check under RSA 189:13-a – 189:13-c.

A. Definitions. As used in this policy:

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The administrative supervisor for the applicable activity or program (e.g., building

B. Background Investigation and Restrictions on Hiring or Appointing Individuals with Revoked or Suspended Credentials.

1. **General Requirements.** The Superintendent will require a Background Investigation of any Applicant or Covered Person as defined in this policy, *including but not limited to reviewing the most recent NHED List of Revoked & Suspended Credentials*. The Superintendent may assign the Background Investigation (but not the CHRC) to someone other than Designee, but the Background Investigation shall be completed prior to making a final offer of employment, approving the contract with an individual contracting directly with the District, student teacher, or a Designated Volunteer to work or serve within the District. For Covered Persons who are employed by a third-party contractor or assigned as a Designated Volunteer by a volunteer agency, the Superintendent or Designee may waive the Background Investigation and instead rely on suitable assurances from the contracting company or agency regarding a background investigation. The requirement for a Criminal History Records Check under paragraph D, below, however, may not be waived.

As part of the application process, each Applicant shall be asked whether he/she has ever been convicted of any crime and whether there are any criminal charges pending against him/her at the time of application. The Applicant will also be directed to report any criminal charges brought against him or her after the application is submitted and until either hired or until notified that s/he will not be hired. Failure to report will be treated in the same manner as falsification of information under Section C, below.

General record (e.g., checklist and or source documentation) of completion of a Background Investigation (but not copies of the results of a CHRC) shall be retained in an employee's personnel file and retained pursuant to the District's Record Retention Schedule EHB-R.

2. **Prohibition against hiring/appointment of individuals with revoked or suspended credentials.** The District will not hire any individual whose education license, certification or other credential ("credential") issued by the Department of Education is

3. **Results of Criminal History Records Check.** The results of the CHRC shall be

