

## **402 BACKGROUND CHECKS**

### **I. PURPOSE**

The purpose of this policy is to maintain a safe, healthy environment at Stonebridge World School in order to promote the physical, social, and psychological well-being of its students. To that end, Stonebridge World School will seek a criminal history background check for applicants who receive an offer of employment and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services. Regardless of whether any compensation is paid, or such other background checks as provided by this policy. Stonebridge World School may also elect to do background checks on other volunteers, independent contractors, and employees in the building.

### **II. GENERAL STATEMENT OF POLICY**

- A. Stonebridge World School shall require that applicants for positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination that an individual's criminal history does not preclude the individual from employment with or providing services to Stonebridge World School.
- B. Stonebridge World School specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy shall in no way limit Stonebridge World School'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**

Stonebridge World School performs background checks on all final candidates for employment and independent contractors as well as volunteers working with students. For some positions, supplemental background checks are mandatory. The background check includes criminal history, child abuse registry, DMV record, and Social Security number. Other checks deemed appropriate for the position or mandated by law, or for licensure, such as inappropriate sexual conduct or credit checks, may also be conducted.

- A. By law, consent must be obtained from the candidate prior to obtaining the background check. The result of the background check may result in denial of employment.
- B. Background checks will be obtained every three years for insurance purposes.

- C. Background checks may be conducted periodically with notice to and authorization by an employee or independent contractor.

## **NOTIFICATIONS**

The Executive Director will mail all required Federal Fair Credit Reporting Act notices, letters, and copies to the applicant or employee with a failed report.

If a background check reveals anything beyond a minor transgression (e.g. speeding 10 years ago) the Executive Director will determine if the candidate should be appointed to the position.

Approved: October 2011

Revised: August 2014, December 2024