

**BOARD POLICY**  
**Criminal Background Check**

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**Descriptor Code: GAK(1)**

A criminal record check will be conducted at or prior to employment on every person who is employed by the Webster County Board of Education for the first time to fill either a full-time or part-time certified or classified position with this School District.

For initial hiring purposes, the employee either shall be fingerprinted or shall provide a signed consent on a form designated by the School District, including the employee's full name, address, social security number and date of birth, based upon the requirement of state law or applicable rule or regulation. A clearance certificate verifying a satisfactory criminal background check may be required based on the requirements of state law and rules of the Professional Standards Commission.

Subsequent criminal record checks will be conducted on all personnel in accordance with state laws, state board rules, and rules of the Professional Standards Commission. All certified personnel whose employment is continued with this School District shall have a criminal record check made upon any certificate renewal application to the Professional Standards Commission. All classified employees whose employment is continued with this School District shall have subsequent criminal record checks on a periodic basis, not to exceed every five years, using procedures and schedules to be determined by the Superintendent or his designee.

Each person employed for the first time to fill a certificated position with the School District shall be issued a temporary contract which shall expire on the date the criminal record check has been received by the School District and the Superintendent or designee has notified the employee in writing that the criminal record check has been received or after 200 calendar days, whichever shall occur first. If the criminal record check reflects that the employee has not been arrested, charged, pled guilty or no contest, or been convicted of any criminal offense other than a minor traffic violation, the Superintendent shall have the authority without further authorization from the Board to sign on behalf of the Board a standard employment contract with the conditions of employment and the assignment of the employee as previously approved by Board.

Criminal record check information shall be used by the school district and its officials and employees only for the purpose of determining whether to grant regular employment, and in any administrative or judicial proceeding calling such employment into question. Such information shall be stored, restricted, and disposed of in such manner as may be required by federal and state authorities. A breach of confidentiality or the inappropriate use of criminal background check information may constitute a workplace violation and may be grounds for disciplinary action including, but not limited to, termination and/or reporting to the Professional Standards Commission.

The cost of such record checks for all personnel shall be paid by the employee upon submission of an application for employment.

The Superintendent shall establish such procedures, fees and regulations needed to administer this policy.

**ADOPTED: April 10, 2006**

**ADOPTED: February 13, 2011 revises Code GAK (1) Adopted: April 10, 2006**

O.C.G.A. 20-2-0211 Annual contract; disqualifying acts; fingerprinting; criminal record checks

**Webster County School District**