

Southwest Georgia STEM Charter School
Policy P9: Criminal Background Check
Adopted: October 22, 2020

A criminal record check will be conducted at or prior to employment on every person who is employed by Southwest Georgia S.T.E.M. Charter School for the first time to fill either a full-time or part-time certified or classified position. All fingerprints and criminal history record checks will be conducted by online through GAPS. The method of obtaining fingerprints and of submission to the Georgia Crime Information Center and National Crime Information Center shall be as prescribed by O.C.G.A. 20-2-211, as amended, and by the School's policies, rules and regulations.

In addition, substitutes others working in the school system who may potentially be in an unsupervised capacity with students on a regularly scheduled basis may be required to be fingerprinted and have a criminal history record check conducted.

For initial hiring purposes, the employee either shall be fingerprinted or shall provide a signed consent on a form designated by the School, 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.

Fingerprints and/or criminal history record checks shall be required even though the applicant may have undergone fingerprinting and criminal history record checks by another school system.

Subsequent criminal record checks shall be conducted on all personnel in accordance with state law, state board rules, and rules of the Professional Standards Commission. All certified personnel whose employment is continued with this School 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 the School 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 School Leader or designee.

Any costs of such record checks for all personnel shall be paid by the applicant or employee.

Criminal record check information shall be used by the school 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 School Leader shall establish such procedures, fees and regulations needed to administer this policy.