

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

OPERATIONS
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PERSONAL BACKGROUND CHECK – CONTRACTED SERVICES

To protect students and staff members, the Board requires an inquiry into the personal background of each contractor, subcontractor, and employee of a contractor or subcontractor who is likely to have direct, ongoing contact with children within the scope of their contracted service or employment.

The District Administrator shall establish the necessary procedures to provide that (1) individuals serving as contractors or subcontractors submit to a background check and (2) entities operating as contractors or subcontractors conduct an inquiry into the background information of their employees who are likely to have direct, ongoing contact with children.

Each individual serving as a contractor or subcontractor who is likely to have direct, ongoing contact with children in the course of providing services to the District shall be required to report the arrest and the filing of criminal charges against the contractor or subcontractor, conviction of the contractor or subcontractor for a crime, and substantiated report of child abuse or neglect of which the contractor or subcontractor is the subject.

Each contractor and subcontractor providing services to the District shall screen all employees who are likely to have direct, ongoing contact with children in the course of providing services to the District. Screening shall be required only one (1) time during the period of the current contract with the District as long as the contractor has continuously screened new hires, required the same of its subcontractors, and required that these employees report the arrest and the filing of criminal charges against the employee, conviction of the employee for a crime, and substantiated report of child abuse or neglect of which the employee is the subject.

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