

Personnel

General Personnel - Criminal Background Investigation

Except as otherwise provided herein, all certified and noncertified applicants for employment with Keeneyville School District 20, including food service workers, school bus drivers, and other transportation employees who have direct daily contact with the pupils of any school in the District, shall, as a condition of employment, authorize the District in writing to perform a national fingerprint-based background investigation for the purposes of discovering whether the applicant has been convicted of certain criminal or substance abuse offenses. Conviction for any such offense disqualifies the individual from employment in District 20. Any tentative employment pending receipt of a Criminal Background Investigation report will be terminated upon receipt of a report that indicates a conviction for a prohibited offense.

If the applicant is a substitute teacher seeking employment in more than one school district, a teacher seeking concurrent part-time employment positions with more than one school district or an educational support personnel employee seeking employment positions with more than one district, the District shall, except where direct District investigation is deemed appropriate, require the applicant to furnish such authorization to the Regional Superintendent of the Educational Service Region in which the District is located. The District may rely on the Regional Superintendent's certificate or may initiate its own investigation of the applicant, as provided by law.

Where the District is authorized to perform the investigation the Superintendent or his/her designee will, prior to employment, obtain from the prospective employee, and the employee shall provide, his/her legal name, sex, race, date of birth, social security number, fingerprint, and other pertinent data necessary for implementation of the background investigation.

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database is performed on each applicant as required by State law.

The School Board shall not knowingly employ a person for whom a criminal background investigation has not been initiated.

The Board shall not knowingly employ a person who has been convicted of any of the offenses designated in Section 10-21.9 of the School Code. Persons convicted of other offenses as revealed in a Criminal History Record Information Report from the Department of State Police shall be carefully scrutinized by the Superintendent to determine if such persons should be employed by the District.

The Board shall not knowingly permit a District contractor to employ any person having direct, daily contact with District students if such person has been convicted of any of the offenses designated in Section 10-21.9 of the School Code.

When a potential employee is found through the background investigation to have a conviction, that information will be held as confidential by the President of the School Board and will only be shared with the Superintendent or his/her designee, Regional Superintendent, the State Superintendent of Schools, the State Teacher Certification Board or any other person necessary to the decision of hiring the applicant for employment.

A copy of the record of conviction discovered in the background investigation will be provided to the potential employee (applicant).

Should this policy be in conflict or disagreement with any negotiated labor agreement, such labor agreement terminology will prevail for implementation. Should this policy be declared unlawful by a court of competent jurisdiction, then this policy shall be void to the extent it violates the law.

LEGAL REF.: Illinois School Code, Sec. 10-21.9 (105 ILCS 5/10-21.9); and
Illinois Vehicle Code, Sec. 6-106.1 (625 ILCS 5/6-106.1).

Adopted: August 14, 1997
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