



# Casa Esperanza Montessori

a dual-language charter school and preschool community

## School Policy

**Policy Number:** 0.2.14

**Section:** General Governance

**Title:** Volunteer Background Check Policy

**Policy Verbiage:**

The purpose of this policy is to provide a secure and safe environment to all employees, students and visitors. A background check is required for all Casa Esperanza Montessori school volunteers who have unsupervised contact with school children.

Individuals may not commence any school services until they have successfully completed a criminal background check, except under special circumstances and approval by the Head of School.

**Consent Form** - Prior to conducting a criminal background check, Casa will have the volunteer *electronically* sign a consent form. Individuals who decline to sign the consent form will no longer be considered for volunteer. The volunteer will submit the consent form directly to the *background check service provider* where it will be maintained in confidence to the extent permitted by the applicable laws. Casa is required to comply with the federal Fair Credit Reporting Act ("FCRA") if it uses a private vendor.

If criminal violations are found in an individual's history, the individual is immediately disqualified as a volunteer. Casa Esperanza may disqualify an individual based on any other crime or conduct that in Casa Esperanza's opinion constitutes a safety or security risk to the school community. The following criteria may be used but is not limited to:

- a) Murder;
- b) Felony conviction involving the use of a deadly weapon;
- c) Conspiracy against civil rights;
- d) Embezzlements of public funds;
- e) Falsification of employment application or self-disclosure form;
- f) Any sex offense/assault;
- g) Robbery;
- h) Kidnapping;
- i) Any violent offense;

The following acceptable criteria will apply when a person will be transporting children in a vehicle:

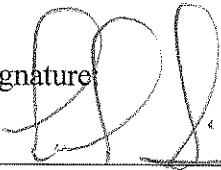
- a) Must be 21 years old;
- b) Must possess a valid North Carolina's driver's license;
- c) Must have had a valid driver's license for a minimum of two years;
- d) Within last 1-3 years; no more than two tickets or at-fault accident or moving violations and no more than two speeding tickets;
- e) No conviction of DWI in at least 10 years and not more than 2 DWI conviction ever;
- f) No convictions of reckless driving in at least 10 years;
- g) No suspensions of driving privileges in the last 10 years due to a moving violation (a suspension for failure to appear does not count).

The Human Resources Coordinator will carefully review the results of the report and communicate the results of the background checks to the Head of School. If no adverse action is contemplated based on the report, the selection process for the individual will proceed.

- Include in Parent Information Handbook
- Include in Employee Handbook

Include on School Website

Signature



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Luke Simmons, Board Chair

May 15, 2014

Date Adopted

Revision History	Issue Date	Sections Affected
November 15, 2012		
April 11, 2013		Transporting children in a vehicle section e) and f)
May 8, 2014		Modified to make it Volunteer only policy.