

## AP 500.1: Criminal Record Checks

### Purpose

To have criminal record checks conducted for all employees on a regular basis.

### Teachers:

1. The College of Teachers will be responsible for criminal record checks on new teachers according to their regulations.

### Non-Teachers:

1. Prospective employees will be given an application for a criminal record review and a letter outlining what they must do to initiate this check if they are being considered for employment. An employee will not be given a letter of appointment until the criminal records review has been completed.
2. The cost of the review will be the responsibility of prospective new employees.
3. All information provided to the School District will be kept in strict confidence. Permission for Trustees to review this information must be authorized by Board resolution.
4. All employees who are not members of the College of Teachers shall be checked at least every 3 years (1/3 of employees per year).