

Background Check Policy Rev 6 (September 20, 2018)

The Board of Directors (BOD), PTT Officers, coaches, and assistant coaches must submit to a federal and state criminal background check annually. All contractual employees of River Mill Academy (RMA), must submit to a federal and state criminal background check when hired or contracted with. Failure to comply with (or consent to) a background check shall disqualify that person from being hired, contracted with, or taking office until such time as their background check is completed. Information obtained through a criminal background check shall only be discussed in a closed session meeting of the BOD, administration, and RMA's attorney, if needed. In the event a criminal background check reveals a criminal history that requires the firing or disqualification of any BOD member, PTT Officer, employee, coach, or assistant coach, the BOD will meet in a closed session with that individual, the Principal, and RMA's attorney, if needed. Convictions for the following shall result in firing or disqualification:

- All sex offenses regardless of the amount of time since the offense.
- All felony assault regardless of the amount of time since the offense.
- Any other offense, whether misdemeanor or felony, that indicates assaultive, abusive or neglectful behavior towards minors or children.

Convictions for the following may result in firing or disqualification:

- Any felony convictions. Any misdemeanor assault.
- Any misdemeanor drug or alcohol offense.
- Any other convictions that the RMA BOD finds incompatible with the school's stated mission of promoting academic excellence and good moral character.

The school shall provide to the State Board of Education information on where to obtain the record of conviction, including the person's name, criminal case number, and the county of conviction for any convictions of a person who is certificated, certified or licensed by the State Board of Education where the school system discovers the criminal history through an employment criminal history check.

Applicants and current employees shall notify the head administrator immediately if they are charged with or convicted of a criminal offense (including entering a plea of guilty or nolo contendere), except minor traffic violations. Failure to provide notification of such a charge or conviction could result in disciplinary action, up to and including termination.

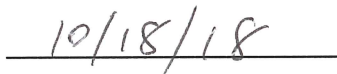
Information obtained through the implementation of this policy shall be kept confidential as provided in the North Carolina General Statutes and regulations. The school shall maintain in paper format only data from a criminal history check conducted through the North Carolina Department of Justice. These records shall be kept in a locked, secure place, separate from the individual's personnel file. Procedures for implementing this policy, including a list of individuals entitled to access criminal history information, may be developed and administered by the Director.

If the school administration conducts criminal record checks that are subject to the Fair Credit Reporting Act, it shall provide employees or applicants with all required notices and disclosures before conducting the record check or taking adverse employment action against the employee or applicant. The school administration shall create procedures to ensure confidentiality of all applicants' records.

Legal Reference: G.S. § 115C-332; 16 NCAC 6C.0313; G.S. § 110-90.2; G.S. 143B-931 through 143B-965; 15 USC § 1681 et seq. 5110-3



Board Chair



Date