



Book	Policy Manual
Section	Ready for Board
Title	CRIMINAL HISTORY INFORMATION – APPLICANTS, CONTRACTORS, AND VOLUNTEERS
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### 3121 - CRIMINAL HISTORY INFORMATION – APPLICANTS, CONTRACTORS, AND VOLUNTEERS

To help ensure a safe environment and as required by state law, the West Lafayette Community School Corporation will obtain for each individual hired for employment that is likely to have direct, ongoing contact with children as a result of the individual's position an expanded criminal history check and an expanded child protection index check. The individual will be responsible for the cost to the School Corporation for obtaining the expanded criminal history check and the expanded child protection index check.

The expanded criminal history check should be obtained by the Corporation prior to the individual beginning employment with the school corporation, and must be obtained no later than thirty (30) days after the individual's employment begins.

The expanded child protection index check should be obtained by the Corporation prior to the individual beginning employment with the school corporation, and must be obtained no later than ~~sixty~~ **thirty** (30) days after the individual's employment begins.

The School Corporation is prohibited from hiring **or continuing the employment of** an individual who has been convicted of an offense that requires the revocation of a license under state law, unless the conviction has been reversed, vacated, or set aside on appeal.

School officials must communicate with all of the employment references and the most recent employer (if provided) of the applicant recommended for employment prior to the applicant being hired by the School Corporation.

Each individual hired may be questioned about the individual's expanded criminal history check and the expanded child protection index check. Failure to answer honestly any questions related to the expanded criminal history check or the expanded child protection index check may be cause for termination of the applicant.

Any volunteer who may have direct, ongoing contact with children when performing services for the school, must provide to the Corporation an expanded criminal history check prior to beginning volunteer work for the Corporation. The volunteer will be responsible for all costs associated with obtaining the expanded criminal history check.

Notwithstanding the foregoing, the Superintendent may develop and periodically update an exceptions list to permit volunteers to provide services without an expanded criminal history check.

Any entity which has a contract to provide services to the Corporation and whose employees have direct, ongoing contact with children when performing those services for the school must provide to the Corporation an expanded criminal history for such employees. The entity and/or the entity's employees are responsible for all costs associated with obtaining the expanded criminal histories. An individual who is working for such an entity may also be required to provide the individual's expanded criminal history to the school corporation upon its request to do so or to provide consent to the school corporation for it to request an expanded criminal history of the individual. This provision also applies to an individual who has a contract to provide services to the Corporation.

Any information obtained from any criminal history check and an expanded child protection index check is confidential and shall not be released or disseminated.

All individuals or entities that have contracts for services with the School Corporation are required by state law to report convictions of certain crimes enumerated in state law to the School Corporation.

The superintendent or designee is responsible for implementing regulations to notify the individuals, including volunteers, and the entities for contracted services of this duty.

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