

# policy

BOARD OF SCHOOL TRUSTEES  
SPENCER-OWEN COMMUNITY  
SCHOOL CORPORATION

SUPPORT STAFF  
3121/page 1 of 3

## PERSONAL BACKGROUND CHECKS AND MANDATORY REPORTING OF CONVICTIONS AND ARRESTS

To protect students and staff members, the School Board requires an inquiry into the personal background of each applicant the Superintendent recommends for employment on the Corporation's professional staff. Such an inquiry shall also be made for all substitutes.

The Superintendent shall establish the necessary procedures for obtaining personal background information on each applicant recommended for employment as a professional staff member which shall include the following:

- A. an expanded national criminal history check as defined by I.C. 20-26-2-1.5
- B. a search of the national sex offender registry maintained by the United States Department of Justice
- C. telephone inquiry with former employers as deemed necessary
- D. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred
- E. verification of the applicant's eligibility to work using the E-Verify database maintained by the Federal government as required by I.C. 12-32-1
- F. a detailed background history including prior employment and volunteer positions

# policy

BOARD OF SCHOOL TRUSTEES  
SPENCER-OWEN COMMUNITY  
SCHOOL CORPORATION

SUPPORT STAFF  
3121/page 2 of 3

- G. an Indiana Bureau of Motor Vehicles driver history if the position involves driving
- H. an Expanded Child Protection Index Check (DCS Report) I.C. 20-26-2-1.3. (Board can approve applicant pending DCS results. If DCS report shows substantiated child abuse or neglect as a perpetrator, employee shall be dismissed from employment.)

The Board may deny employment to an applicant who is convicted of an offense for which the applicant's license for the position may be revoked or suspended by State law.

Each applicant shall certify under penalty of perjury his/her eligibility to be employed by the Board as a United States citizen or a qualified alien. The Board may deny employment to an applicant who is convicted of an offense for which the applicant's license for the position may be revoked or suspended by State law.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the Superintendent may provide for a substitute.

The procedures shall provide that information and records obtained from pre-employment inquiries under this policy are confidential and shall not be released except as necessary to implement this policy or defend a decision made pursuant to this policy.

Any costs associated with obtaining the criminal history record are to be borne by the applicant.

# policy

BOARD OF SCHOOL TRUSTEES  
SPENCER-OWEN COMMUNITY  
SCHOOL CORPORATION

SUPPORT STAFF  
3121/page 3 of 3

During the course of his/her employment with the School Corporation, each professional employee and substitute teacher shall be required to report his/her arrest or the filing of criminal charges against the employee; and conviction of criminal charges to the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review of each reported conviction and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the convicted employee.

I.C. 10-13-3  
I.C. 20-26-2-1.5  
I.C. 20-26-5-10 and-11  
I.C. 20-28-5-8  
I.C. 20-26-2-1.3

Revised 3/10/16

© NEOLA 2015

**Policy 8462**  
**Duty to Report Child Abuse and Neglect**  
**Administrative Guidelines**

**Who should report?** Indiana is a mandatory reporting state. Any person who has reason to believe a child is being abused or neglected shall make a report. Medical professionals, teachers & law enforcement officials have a higher duty to report abuse or neglect

**How do you report suspected child abuse or neglect?** Call the Indiana Child Abuse & Neglect Hotline, 24/7 (800.800.5556)

- If the thought, "Should I make a report", enters your mind...The answer is "yes".
- Don't investigate, don't try to make an assessment...Report
- If more than one staff member is aware of the suspected neglect/abuse, it is recommended you make the call as a group, to ensure the call is made
- When you become aware of suspected neglect/abuse, you must call immediately (as soon as is possible: end of class period; next several minutes, ect...)

**Individuals making a report are kept confidential.**

**After the report has been made**, the school employee shall notify the school building principal a report of suspected child abuse or neglect has been made to the Department of Child Services or to local law enforcement. School personnel will not contact parents to determine the cause of suspected child abuse or neglect, or otherwise investigate the suspected abuse or neglect.