

PERSONNEL SERVICES

Policy 4120 (Form 4120)

Employment

The Board of Education, upon recommendation of the Superintendent, votes on the employment of all staff members. In approving applicants, the Board will be guided by the desire to obtain individuals committed to providing the highest quality education for the District's students.

No person will be employed by the Board until the District obtains a clear criminal records check and a clear check of the Child Abuse/Neglect Registry maintained by the Missouri Department of Social Services. Any offer of employment is contingent upon the satisfactory outcome of the criminal background check. Similarly, all persons employed by outside vendors/contractors who will have contact with students will be required to successfully undergo a criminal records and a clear check of the Child Abuse/Neglect Registry prior to contact with students. Such background checks will be performed at the vendors/contractors' expense. The administration may also conduct random background checks after employment. The District reserves the right to require any person to submit to additional criminal background checks at the District's expense or to rerun background checks at any time. The District may decline to utilize the services of volunteers or contractors who refuse to participate.

As part of the criminal records check, any person employed after January 1, 2005, shall provide a set of fingerprints to be used by the Missouri Highway Patrol and the Federal Bureau of Investigation. The fingerprints shall be collected pursuant to standards determined by the Missouri Highway Patrol.

The Superintendent or his/her designee is the person who shall respond to requests from potential employers for information regarding a former District employee. Generally, the information the District should provide is title, position, length of employment, whether the employee was terminated or resigned, and whether the District would re-hire the employee. District employees must direct reference requests to the Superintendent or designee. Upon request, employees will assist the Superintendent or designee with the preparation of accurate reference information.

Additionally, when requests for information regarding a former employee against whom allegations of sexual misconduct involving a student have resulted in the employee being terminated or resigning in lieu of termination, or allegations of sexual misconduct have been substantiated by Children's Division, the Superintendent or his designee shall disclose the allegations of sexual misconduct and the findings of a Children's Division investigation when responding to requests for information to a potential public school employer.

Any school district employee who is permitted to respond to requests for information, acting in good faith, who reports authorized information, as provided in this policy or, who, in good faith, reports alleged sexual misconduct on the part of a District employee, will not be disciplined or discriminated against because of such report.

This foregoing policy is intended to comply with the Amy Hestir Student Protection Act, Senate Bill 54, including section 162.068 RSMo. The District shall provide notice of this policy to all current employees and to all potential employers who contact the District regarding the possible employment of a District employee.

Readopted July 2003

Readopted September 18, 2008

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