

Background Check Policy

Coral Community Charter School shall conduct background checks, based upon fingerprint identification, of all prospective employees.

Employees shall, as a condition of employment and at the expense of the employee, submit to and clear a background check every two years after their initial hire date.

Coral Community Charter School shall conduct background checks, based upon fingerprint identification, of all district contractors and contractor employees who may have unsupervised access to students. Background check clearance of district contractors, subcontractors and contractor employees, agents and assignees who may have unsupervised access to students shall be valid for two years at which time a contractor and the contractor's employees shall, at the contractor or contractor's employees' expense, submit to and clear a new background check.

Coral Community Charter School shall conduct background checks, based upon fingerprint identification and/or other personal identifying information, of all volunteers who may have unsupervised or supervised access to students. Background check clearance of volunteers who may have unsupervised or supervised access to students shall be valid for two years at which time the volunteer shall, at the volunteer's expense, submit to and clear a new background check.

Additionally, the head administrator, shall develop procedural directives which outline requirements for employees to self-report, to a designated administrator of a school or the district, any known arrest, charge and/or conviction of criminal offense.

Definitions and Frequently asked questions:

1. What is the difference between a guest, visitor and volunteer?
 - **“guest”** means an unsalaried person who, with principal approval, assists at a school on a non-regular or one-time basis.
 - **“visitor”** means an unsalaried person who attends a district sponsored event or activity or visits a district site for a short time
 - **“volunteer”** means an unsalaried person (ie; parents, guardians, family or community members) authorized by Coral Community Charter School to perform volunteer services for the district. A volunteer is any individual who is not a guest or visitor at a school.

2. Do guests need background checks?

No Background Clearance Is Required.

This category includes visitors or guests who enter a school for a one-time event. This person shall have no unsupervised exposure or contact with students. Examples of guests and visitors include, but are not limited to:

- Guest/resource speakers
- One-time appearance for school or classroom event. ie: literacy day or play
- Parents and family members who attend school to eat lunch
- Visitors for a one-time family involvement activity with their student

- Parents dropping off items for their student at the school
- Vendors making a delivery to a school

3. Do all volunteers need background checks?

If an individual is not a guest or visitor, they are most likely considered a volunteer at a school. Volunteers may be considered to have supervised or unsupervised contact with children. Regardless, all volunteers shall be required to have a current background clearance and approval of the Coral Community Charter School administration. Volunteers who have a current background clearance may be required to renew their clearance at the discretion of the head administrator.

4. What could result in a denial?

- A Conviction of any of the following: 1) Drug Trafficking 2) Child Abuse 3) Criminal Sexual Penetration
- A pattern of behavior
- Any open case
- Felonies within the past 10 years
- Misdemeanors within the past 5 years

References

Legal Cross Ref.:

- §22-10A-5 NMSA 1978
- §22-14-32 NMSA 1978
- §22-5-17 NMSA 1978

Adopted: May 31, 2016