



Administrative Guidelines

Department: Human Resources

Policy:

Topic: Background Checks & Fingerprinting

Revised: March 2021

Purpose

The Marietta Board of Education strives to employ the most qualified individuals to perform the vital task of helping young people learn the kinds of things that will prepare them for the next step in life.

This guideline is designed to maintain a safe and healthy environment for all students, employees, and stakeholders in the Marietta City Schools community. The goal is to promote the physical, social, and emotional well-being of our students, employees, and the public.

MCS reserves the right to request a background check on anyone who will interact with a student in an official capacity.

General Statement of Policy

1. MCS shall require that applications for School District positions who receive an offer of employment submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the MCS Human Resources Department that an applicant's criminal history does not preclude the applicant from employment with, or provision of services to, the School District.
2. MCS specifically reserves any and all rights it may have to conduct background checks and fingerprinting regarding current employees, applicants, or service providers without such individuals' consent.
3. Adherence to this guideline by the School District shall in no way limit the School District's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, and volunteers, service providers, independent contractors, and student employees.
4. MCS, at its discretion, may charge a fee to the applicant for this service.



Conditional Offer of Employment

1. An offer of employment to a final candidate shall be conditioned upon a School Board of Education's determination that a candidate's criminal history does not preclude the candidate from employment with the School District.
2. The administration will determine the determination of satisfactory employment status, and a recommendation will be made to the School Board.
3. The School Board/Human Resources will approve final employment.

Administration of the Program

1. Effective July 1, 2000, all personnel, certificated and non-certificated, employed by the Board shall be fingerprinted and have a criminal record check as required by O.C.G.A. 20-2-211.1.
2. Any vendor that will engage with students and any MOU approved by MCS will be required to conduct appropriate background checks outlined by MCS guidelines via the Georgia Bureau of Investigation (GBI) and/or the Federal Bureau of Investigation (FBI).
3. MCS reserves the right to request a background check on anyone who will interact with students in an official capacity.
4. At the beginning of each school year, or when a student enrolls, the School District will notify parents and guardians about this procedure and identify those positions subject to a background check and the extent of the School District's discretions in requiring a background check. The School District may include this notice in its student's handbook, a school policy guide, or other similar communication.

Limitation of the Guideline

Adherence to this guideline shall not limit the School Board's right to require and obtain additional information or use other procedures in lieu of criminal background checks to obtain information relating to final candidates' criminal activities.

Non-Employees

Includes Volunteers, Visitors, and Contracted Services. MCS has identified three categories for determining required records check. Upon request, the non-employee will be required to complete a form and present a driver's license.



Category 1 – Non-District Personnel (No Contact with students)

Volunteers are non-district personnel who will not interact with students, such as volunteers working on playground construction or assisting with facilities maintenance when school is not in session. Level 1 volunteers do not require criminal background checks/fingerprinting.

Category 2- Non-District Personnel (Supervised contact with students)

Includes (but is not limited to): School Visitors, Lunch Visitors, Day Field Trips, Volunteers at Fairs, Readers in the Classrooms, Speakers in Classrooms, and Classroom Helpers.

Level 2 volunteers are non-district personnel who will have supervised interaction with students. Prior to service, Level 2 volunteers are required to sign in via our visitor management system, "Raptor," allowing the scan of their full names and driver's license through the appropriate criminal databases. Each school will be responsible for designating a responsible person and ensuring that records are updated and maintained locally.

Category 3 – Non-District Personnel (Unsupervised contact with students)

Includes Classroom Volunteers, Overnight Field Trips, Athletic Assistants, Program Assistants, Mentors, Tutors, and Other Volunteer Situations.

The Human Resources Division and the school principal or program facilitator must approve Level 3 volunteers prior to participating in activities involving direct, unsupervised interaction with students. Level 3 volunteers shall be fingerprinted by the District and have GBI/FBI criminal background checks on file prior to volunteer services begin. The volunteer, school, or sponsoring organization must provide payment for the record check. Registered sex offenders will not be allowed to volunteer. School administrators shall have the discretion to pursue any additional screening methods, including, but not limited to, personal interviews and reference checks.

Anyone needing a Category 3 background check should reach out to the HR IT Support Manager.

Exceptions

The Assistant Superintendent of Human Resources may grant exceptions on a case-by-case basis.



Waiver of Liability and Release

All MCS volunteers are required to agree to and complete fingerprinting before participation in any volunteer project or event. Additionally, volunteers are required to accept the Non-Criminal Justice Applicant's Privacy Rights to complete registration and consent for Background Checks and fingerprinting.

Volunteer Training

Recruitment, utilization, coordination, and training of volunteers are the responsibility of each school's administration.

Access to Student Information

School volunteers shall not have access to student information without written consent from the parents/legal guardians of the students.

Qualification of Volunteers

Prior to participating in an MCS volunteer activity, all volunteers must complete all required documentation and training. This will be conducted and documented at the local school. The school must maintain evidence that the volunteer has completed any required training and background clearance.

Disqualification of Volunteers

School administrators in collaboration with Human Resources have the authority to exclude individuals from participating in volunteer activities in their schools. Volunteers—including parents—who are excluded from Level 2 or 3 volunteer activities due to a disqualifying offense on the background check or sex offender registry may not participate in Level 1 volunteer activities. Parents/guardians who are excluded from volunteer activities may attend public events such as Parent-Teacher Association meetings and student performances.

All individuals should follow the Marietta City Schools Background Check Procedures (attachment 1)