

Genesis Innovation Academy
Criminal Background Check Policy
Revisions Approved: November 22, 2016

SECTION 1. Purpose of the Policy

SECTION 1.1. The purpose of this policy is to provide for the protection of students and staff by identifying individuals with backgrounds which may potentially pose risk to the health, safety, and protection of staff, students, and property of Genesis Innovation Academy, Inc. (Genesis).

SECTION 2. Employees

SECTION 2.1. A criminal records check will be conducted at or prior to employment on every person who is employed by the Governing Board of Genesis, including substitutes for the first time. For this purpose, the applicant shall be fingerprinted as required by state law.

SECTION 2.2. All personnel employed shall be fingerprinted and have a Georgia Crime Information Center (GCIC) criminal record check within the most recent (five) years or upon any certificate renewal application to the Professional Standards Commission.

SECTION 2.3. Non-certified personnel shall also have criminal record checks on a periodic basis, not to exceed every (five) years, using procedures and schedules to be determined by the Head of Schools.

SECTION 2.4. Employment offers are contingent upon a satisfactory criminal record check. If the criminal record check reflects that the employee has not been arrested, charged, pled guilty or no contest, or been convicted of any criminal offense other than a minor traffic violation, the Head of Schools shall have the authority without further authorization from the Governing Board to sign on behalf of the Board the standard Genesis employment contract with the conditions of employment and assignment of the employee as previously approved by the Board.

SECTION 2.5. School Resource Officers shall have a criminal record check, physical, and drug and alcohol test prior to being employed by Genesis. Once employed, School Resource Officers and all staff members who are engaged in safety-sensitive functions may be subject to a random drug and alcohol testing.

SECTION 2.6. The Head of Schools shall establish such procedures, fees and regulations needed to administer this policy. The cost of such record checks for all personnel shall be paid by Genesis.

SECTION 3. Volunteers

SECTION 3.1 Tier 1 Volunteers – Tier 1 volunteers engage in work on behalf of Genesis that does not lead to interaction with students, either because they work off-site or on-site when students are not present. Tier 1 volunteers will not require criminal background checks.

SECTION 3.2 Tier 2 Volunteers – Tier 2 volunteers engage in work on behalf of Genesis that will (or will likely) bring them into direct contact with students, but only in the presence of other adults under the following conditions:

- 3.2.A. All Volunteers - Tier 2 volunteers do not require criminal background checks, but school staff must search the state and federal sex offender registries for the names of prospective volunteers. Registered sex offenders will be prohibited from volunteering.

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- 3.2.B. Parent Volunteers – Parents may volunteer in Tier 2 in two ways: 1) under the supervision of a school employee or 2) in the company of at least two other parents who have undergone sex offender registry screening with no finding, as per 3.2.A.
- 3.2.C. Non-Parent Volunteers – Non-parent volunteers may only volunteer in Tier 2 under the supervision of a school employee. In addition to the sex offender registry check, non-parent volunteers may also be subject to screening mechanisms (e.g. reference checks) other than crime related background checks.

SECTION 3.3. Tier 3 Volunteers – Tier 3 volunteers will (or likely will) have direct, unsupervised interaction with students. Level 3 volunteers must be fingerprinted and have GCIC criminal background checks on file prior to service.

SECTION 3.3.A – Approval for Volunteer Service – Approval for volunteer service is contingent upon a satisfactory criminal record check. If the criminal record check reflects that the volunteer has not been arrested, charged, pled guilty or no contest, or been convicted of any criminal offense other than a minor traffic violation, the Head of Schools shall have the authority without further authorization from the Governing Board to permit the volunteer to serve. Otherwise, Board approval will be required.

SECTION 4. Contractors

SECTION 4.1 Tier 1 Contractors – Tier 1 Contractors are subject to Section 3.1 with the added provision that they are subject to screening mechanisms (e.g. reference checks) other than criminal background checks.

SECTION 4.2 Tier 2 and Tier 3 Contractors – Tier 2 and Tier 3 contractors will (or will likely) be in direct contact with students. Any individual who will have Tier 2 or Tier 3 level interaction as part of a contractual agreement (entered into either with the individual directly or with a company that employs said individual), must have a criminal background check on file prior to service.

SECTION 4.3 – Approval for Contracting – Approval for any contract work at a Tier 2 or Tier 3 level is contingent upon a satisfactory criminal record check on any individual conducting the contract work. If the criminal record check reflects that any individual doing work under a contractual agreement has not been arrested, charged, pled guilty or no contest, or been convicted of any criminal offense other than a minor traffic violation, the Head of Schools shall have the authority without further authorization from the Governing Board to permit the individual to conduct the contracted work. Otherwise, Board approval will be required.

SECTION 4.4. Payment for Background Check – Contractors are responsible for any fees associated with securing a criminal background check.

SECTION 5. Board Members

SECTION 5.1 – Board members will be considered Tier 2 Parent Volunteers by default for purposes of Background Check policy. As such, all portions of Section 3.2 that pertain to Parent Volunteers are applicable to Board members.

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SECTION 5.2 – Board members whose service to the school includes Tier 3 interaction with students, will be subject to the 3.3. Tier 3 Volunteers – Tier 3 volunteers will (or likely will) have direct, unsupervised interaction with students. Level 3 parent volunteers must be fingerprinted and have GBI/FBI criminal background checks on file prior to service.

SECTION 6. Volunteers who handle money – Volunteers (including Board members) who handle or have access to money (e.g. receiving cash payments or donations at a fundraiser) may be required to undergo a criminal background check prior to serving in any money-handling capacity.