

## **POLICIES PERTAINING TO OUR EMPLOYEES**

### **CRIMINAL HISTORY CHECKS**

Criminal history records of prospective volunteers and applicants for employment shall be obtained from a law enforcement or criminal justice agency pursuant to Texas Education Code § 22.083, and reviewed prior to employment or the commencement of volunteer service.

Pursuant to that same Section, criminal history checks of employees (or volunteers whose duties are regularly performed where students are present), may be obtained at any time during employment or service.

Criminal history records must be obtained and reviewed prior to the employment of any driver for student transportation either directly or through a commercial service. Criminal history checks of a bus monitor or bus aide employed through a commercial service must be obtained and reviewed through a commercial service. The Board of Directors of the school shall be informed of a criminal record of a conviction of a felony or misdemeanor involving moral turpitude and must affirmatively vote to employ such driver, monitor or aide.

Knowledge of a criminal history of any employee certified by the State Board for Educator Certification shall be reported to that board in writing.

Failure of any employee to disclose a conviction of a felony or misdemeanor involving moral turpitude prior to employment shall be grounds for discharge. Such discharge shall disqualify the employee for unemployment benefits.

**Date Adopted: November 4, 2000**