



Criminal Background Check Policy

Policy No. 4

1. Freedom Preparatory Academy requires criminal background checks of all employees, volunteers, and interns who will be given significant unsupervised access to students at the school in accordance with state law.
2. All full and part-time employees will complete criminal background checks at the beginning of employment and every three years thereafter (or more often if required by law).
3. Background checks should be completed prior to an employee, volunteer, or intern commencing his or her responsibilities. However, where completion of the background check is not possible prior to commencement, the employee, volunteer or intern shall be retained on a conditional basis pending the outcome of the criminal background check.
4. Freedom Preparatory Academy may require an existing employee, volunteer, or intern to submit to a criminal background check at any time for reasonable cause, which cause shall be identified in writing and signed by the Executive Director of Freedom Preparatory Academy.
5. All criminal background checks shall be reviewed solely by members of Freedom Preparatory Academy's Human Resources and Administrative Team.
6. If arrest(s) and/or conviction(s) are reported as a result of the background check, the Executive Director shall notify the individual in a timely manner of the report and the individual shall have an opportunity to provide an explanation or additional information to the Executive Director.
7. In considering whether to hire, retain, or limit an applicant's duties due to arrests and/or convictions reported in a criminal background check, the Executive Director shall consider the following factors:
 1. Whether the nature of the arrest or conviction is relevant to the applicant's position;
 2. How much time has passed since the arrest or conviction;
 3. If the conviction has been pardoned or if the sentence has been commuted or reversed on appeal;
 4. If the arrests or convictions pose risks to Freedom Preparatory Academy, its employees, and/or its students;
 5. Additional explanatory information provided by the applicant.
8. Freedom Preparatory Academy shall attempt to maintain applicant confidentiality throughout the criminal background check process.