

Criminal History/Background Checks Procedure

The Idaho Department of Education's Background Records Office will be notified immediately whenever a new employee (classified, certificated, substitute, coach, etc.) is hired by sending in their fingerprints within five (5) days.

1. All new employees or substitutes will submit a completed fingerprint card. This includes employees changing districts within the State. There is a processing fee to be sent to the State Department of Education. The employee will be required to sign a payroll deduction form to pay \$15 from their first check. Employees can begin work before the background check is completed, provided the individual has started the process by submitting fingerprint cards to the District Office.
2. Volunteers or contractors who have any unsupervised contact with students (i.e. coaching after school activities or overnight travel, or unsupervised work assignments) will be required to submit a fingerprint card before beginning work with students. Volunteers who have well-supervised, in-classroom contact with students will be required to sign a roster and a Volunteer Guideline and Confidentiality Agreement form at the school office or district office first. The names of all contractors or other persons who have irregular contact with students will be checked, at a minimum, against the statewide sex offender register.
3. A criminal history check, including fingerprints, is required for all substitutes. The State Department of Education shall maintain a statewide list of substitute teachers. To remain on the statewide substitute teacher list, the substitute teacher shall undergo a criminal history check every five (5) years. If a substitute teacher has undergone a criminal history check and is registered as cleared on the statewide Substitute Website, the District may at its discretion not require a substitute to undergo a criminal history check.
4. The Department of Education will use a current background investigation check (BIC) for individuals requesting a change of status only within six (6) months of the BIC. A completed and signed Background Investigation Check Form for School Personnel will be accepted if the change is requested within six (6) months of open date (the date the fingerprint card is received by the state and entered into the database as an electronic file) for the BIC.
5. All personnel background checks must be done using an Idaho State Department of Education coded card. The District CANNOT accept prints on out-of-state cards, cards from another state agency, or prints taken for concealed weapons permits, or military clearance cards, etc. The District CANNOT accept background reports obtained by other agencies, states, etc. A Fingerprint Verification Form must be filled out and signed by the fingerprint officer and returned to the State with the coded fingerprint card.

6. A qualified individual that meets requirements for certification may start employment before the results of the background check are received in the District office, providing all other materials in the application packet are complete. Student teachers are required to be fingerprinted prior to receiving their certification.
7. All criminal history check records will be kept on file at the State Department of Education. A copy of the records will be given to the employee upon request.
8. If the District receives a criminal record report for a classified staff member, the District will make a determination as to the person's continued eligibility for employment.
9. If the State Department receives a criminal record report for a certificated person, Snake River District and the individual employee will be notified that there is a pending decision by the Professional Standards Commission. The Professional Standards Commission will make determination as to the person's continued eligibility for employment. If there is sufficient grounds, a formal complaint will be issued by the Professional Standards Commission, stating the reasons for seeking suspension or revocation of the individual's education credential.

Procedure History:

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