

**Nerstrand Elementary School Policy #415**  
**Independent Charter School District #4055**

*Adopted: 9/10/2012*

*Reviewed: 4/11/2022*

*Reviewed: 6/12/2023*

**415 VOLUNTEER BACKGROUND CHECK POLICY**

The safety and well-being of our students is of utmost importance to Nerstrand Elementary School. Parents/Guardians and students trust that Nerstrand Elementary School is a safe place for them and we do not take that trust lightly. We are committed to maintaining policies and procedures that create a safe environment for students to discover, connect and learn. As such, it is our policy to conduct criminal background checks on all volunteers and staff. Carrying out criminal background checks provide a safeguard to ensure that students are provided a safe and nurturing environment.

Nerstrand Elementary School will conduct background checks on every volunteer every three years. This policy includes all volunteers who work with students, regardless of the frequency of their volunteering. Nerstrand Elementary School has the forms for volunteers to complete, and will send in the completed forms, along with payment for processing. Nerstrand Elementary School will notify volunteers if their background check needs updating if they request to volunteer at the school. Nerstrand Elementary School will notify volunteers if they did not pass their background check.

Nerstrand Elementary School will conduct background checks on every non-licensed staff member upon hire and every three years thereafter. Nerstrand Elementary School has the forms for staff members to complete, and will send in the completed forms, along with payment for processing. Nerstrand Elementary School will notify staff if their background check needs updating. Nerstrand Elementary School will notify staff if they did not pass their background check.

Nerstrand Elementary School will conduct background checks on every licensed staff member upon hire and every five years thereafter. Nerstrand Elementary School has the forms for staff members to complete, and will send in the

completed forms, along with payment for processing. Nerstrand Elementary School will notify staff if their background check needs updating, which will be done in conjunction with their license renewal. Nerstrand Elementary School will notify staff if they did not pass their background check.