

Willow Creek Academy

Board Policy 4110

Fingerprinting and Background Checks

The Board of Trustees values the safety of its students and staff. In so doing, Willow Creek Academy (“Charter School”) shall comply with the applicable provisions of the Education Code, including Sections 44237, 44830.1 and 45125.1. It is the policy of the Charter School to require fingerprinting and background checks for its employees as required by law prior to employment at the Charter School.

The Head of School or designee shall ensure that each person to be employed submits fingerprints for processing by the Department of Justice

1. Employees: All prospective employees must abide by all applicable laws and agree to abide by the policies of the Charter School shall be required to submit fingerprint identification data including background checks. This requirement is a condition of employment.
2. Volunteers: All Charter School volunteers shall be required to submit fingerprint identification data prior to volunteering at the Charter School. A school volunteer is defined as a non-parent individual working under the direction of a paid Charter School employee to provide a service without compensation on campus while working with or around children. Campus volunteers must abide by all applicable laws and agree to abide by the policies of the Charter School, including the submission of fingerprints and the approval for the Charter School or its designee to perform background checks.

Additionally, the Charter School may on a case-by-case basis require an entity providing contract services require the entity's employees to comply with the requirements for fingerprinting, unless the Charter School determines that the employees of the entity will have limited contact with pupils. In determining whether a contract employee will have limited contact with pupils, the Charter School must consider the totality of the circumstances, including factors such as the length of time the contractors will be on school grounds, whether pupils will be in proximity with the site where the contractors will be working, and whether the contractors will be working by themselves or under the supervision of Willow Creek Academy personnel.

Procedures for Background Checks

The fingerprints will be sent to the Department of Justice for the purpose of obtaining a criminal record summary. This requirement is a condition of obtaining clearance to volunteer in contact with any Willow Creek Academy students.

The Principal shall review Department of Justice reports on prospective employees/contractors; volunteers to determine whether an employee may be employed in accordance with Education Code Section 44237, 44830.1 or 45125.1, except with respect to her or himself, in which case the President of the Willow Creek Academy Board will review.

Adopted: 2/11/09
Amended: 4/19/18