

INDEPENDENT SCHOOL DISTRICT 283

SECTION/FILE: 404

DATE OF ADOPTION: 11/28/05

REVISED: 10/23/06; 03/09/20; 3/10/2026

TITLE: EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in **St. Louis Park Public Schools** ~~the school district~~ in order to promote the physical, social, and psychological well-being of ~~our~~ its students. To that end, **St. Louis Park Public Schools** ~~the school district~~ will seek a criminal history background check for applicants who receive an offer of employment with **St. Louis Park Public Schools** ~~the school district~~ and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to **St. Louis Park Public Schools** ~~the school district~~, regardless of whether any compensation is paid, or such other background checks as provided by this policy. **St. Louis Park Public Schools** ~~The school district~~ may also elect to do background checks of other volunteers, independent contractors and student employees in **St. Louis Park Public Schools** ~~the school district~~.

II. GENERAL STATEMENT OF POLICY

- A. **St. Louis Park Public Schools** ~~The school district~~ shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to **St. Louis Park Public Schools** ~~the school district~~, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by **St. Louis Park Public Schools** ~~the school district~~ that an individual's criminal history does not preclude the applicant from employment with, or provision of services to, **St. Louis Park Public Schools** ~~the school district~~.
- B. **St. Louis Park Public Schools** ~~The school district~~ specifically reserves any and all rights it may have to conduct background checks regarding current employees or applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by **St. Louis Park Public Schools** ~~the school district~~ shall in no way limit **St. Louis Park Public Schools** ~~the school district~~'s right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors and student employees.

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until **St. Louis Park Public Schools** ~~the school district~~ receives the results of the criminal history background check. **St. Louis Park Public Schools** ~~The school district~~ may conditionally

- hire an applicant or allow an individual to provide services pending completion of the background check, but shall notify the individual that the individual's employment may be terminated based on the result of the background check. **St. Louis Park Public Schools** ~~The school district~~ may contract with appropriate agencies to provide criminal history background checks.
- B. **Employees who are promoted into a supervisory role, or into any position that involves handling district funds, purchasing authority, or financial decision-making responsibilities, are required to undergo a criminal background check. This requirement applies to current employees at the time a conditional offer of promotion or transfer into such a position is extended. Appointment to the position is contingent upon the successful completion and review of the criminal background check, in accordance with applicable federal, state, and local laws.**
- C. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to **St. Louis Park Public Schools** ~~the school district~~, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for **St. Louis Park Public Schools** ~~the school district~~ to conduct a criminal history background check, and provide payment using the district's online background check system in an amount equal to the actual cost to **St. Louis Park Public Schools** ~~the school district~~ or the district's contracted agency conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless **St. Louis Park Public Schools** ~~the school district~~ decides to pay the costs for an employee, volunteer, an independent contractor, or a student employee. If the individual refuses or fails to consent to conduct the background check, and fee at the time the individual receives a job offer, or permission to provide service, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.
- D. **St. Louis Park Public Schools** ~~The school district~~, in its discretion, may elect not to request a criminal history background check on an applicant who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the Minnesota Commissioner of Education within the 12 months preceding an offer of employment or permission to provide services.
- E. **St. Louis Park Public Schools** ~~The school district~~ may use the results of a criminal background check conducted at the request of another school hiring authority if:
1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 3. the individual executes a written consent form giving **St. Louis Park Public Schools** ~~the school district~~ access to the results of the check; and
 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.

- F. For all non-state residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to **St. Louis Park Public Schools** ~~the school district~~, **St. Louis Park Public Schools** ~~the school district~~ shall request a criminal history background check on such individuals from agency the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by **St. Louis Park Public Schools** ~~the school district~~ that an individual's criminal history does not preclude the individual from employment with, or provision of services to, **St. Louis Park Public Schools** ~~the school district~~. Such individuals must provide an executed criminal history consent form.
- G. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- H. Copies of this policy shall be available in **St. Louis Park Public Schools** ~~the school district~~'s Human Resource Department office and is available on the District's webpage to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment in the job posting and job advertisements.
- I. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- J. If the criminal history background check precludes employment with, or provision of services to, **St. Louis Park Public Schools** ~~the school district~~, the individual will be so advised.
- K. **St. Louis Park Public Schools** ~~The school district~~ may apply these procedures to volunteers, independent contractors or student employees.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Rights of Subjects of Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal Justice Data)
Minn. Stat. § 123B.03 (Background Checks)
Minn. Stat. § 299C.60-299C.64 (Minnesota Child, Elder and Individuals with Disabilities Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)