

**CRIMINAL HISTORY RECORD CHECK**

To more adequately safeguard students and staff members, the Board of Education requires an inquiry into the background of each applicant the Superintendent recommends for employment on the District's administrative staff.

The Superintendent shall establish the necessary procedures for obtaining ~~any criminal history on the applicant maintained by the State Police from the Criminal Records Division of the State Police.~~ **from the Criminal Records Division of the State Police any criminal history on the applicant, as well as procedures for searching the Statewide Sex Offender database and the Statewide Child Murderer and Violent Offender Against Youth database. The fee for the criminal history record check will be paid for by the District. The guidelines will ensure that, at the time of the initial application, the applicant is adequately informed of the criminal history record check requirement.**

**Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the criminal history record check results, the Superintendent may employ the person on a provisional basis until the report is received. The District will not knowingly employ a person for whom a criminal history record check has not been initiated.**

**All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to anyone other than the Superintendent or his/her designee, the Board President, regional superintendent or any person who necessarily must know for the purpose of making the decision regarding hiring the applicant or, for clarification purposes, the Department of State Police or Statewide Sex Offender Database, or both. However, the District must, upon request from a school, school district, community college or district private school provide any information obtained by the District with respect to criminal history record checks and checks of the Statewide Sex Offender Database. Additionally, the District may confirm to another district or the regional superintendent that a potential substitute does not have a criminal history, pursuant to a report received from the State Police. Violation of confidentiality is a Class A misdemeanor.**

**BOARD OF EDUCATION  
GENEVA COMMUNITY UNIT  
SCHOOL DISTRICT #304**

ADMINISTRATION  
1521/page 2 of 2

~~An applicant must submit, at no expense to the District, a set of fingerprints prepared by a State or local law enforcement agency as part of his/her employment application.~~

~~All information and records obtained from such inquires are to be considered confidential and shall not be released or disseminated to anyone other than the Superintendent, or his/her designee and/or to those who will make the decision to hire the applicant for employment. Violation of confidentiality is a Class A misdemeanor.~~

**Each employee, during the course of his/her employment with the School District, shall be required to report to the Superintendent, within two (2) business days of the occurrence, his/her conviction of criminal charges, either after a bench trial, trial by jury, or plea of guilty, or his/her receipt of a Second Change (pre-trial diversion) disposition.**

**The Superintendent shall review each reported conviction and disposition, and take appropriate action considering the risk to members of the school community presented by the continued participation and access of the employee, pursuant to all applicable statutes and laws.**

105 ILCS 5/10-21.9

Adopted 6/26/06  
To Policy Committee 11/25/2013 Revised – Collins  
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