



**DISCOVERY CHARTER SCHOOL**  
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## **Policy Manual**

### **Criminal Background Investigation Policy**

**Adopted: 2010**

**Last Revised: July 2022**

Each applicant for employment, both certified and non-certified, as a condition for employment at Discovery Charter School, will authorize in writing and fully cooperate in providing an expanded background investigation to determine if he or she has been convicted of committing a criminal offense which will/ may preclude him or her for being fit to become an employee of Discovery Charter School. (The definition of “expanded criminal history check” found at IC 20-26-2-1.5 includes a search of records from all Indiana counties in which the applicant resided, all counties in other states in which the applicant resided, and the national sex offender registry or the sex offender registries of all fifty (50) states; or a national criminal history background check and a search of the national sex offender registry or the sex offender registries of all fifty (50) states.) The expanded Background Investigation will consist of, but not be limited to, a fingerprint check and the supplying of a current photographic likeness. School Administration shall also obtain from the applicant, his or her legal name or any previously used aliases, date of birth, and social security number for submission to the appropriate law enforcement agencies on forms or in format prescribed by the agencies.

Additionally, new hires will be subject to an expanded child protection index check (IC 20-26-5-10). Employees will be required to undergo both the criminal background check and the expanded child protection index check every 5 years.

Discovery Charter School will not knowingly employ a person or allow volunteering by anyone, for whom a criminal background investigation has not been initiated. Any record of a conviction resulting from a criminal background check shall be held as confidential and shared only with persons who have a legitimate reason to be made aware of the results.

Superintendent: \_\_\_\_\_

Board President: \_\_\_\_\_