

SCHOOL DISTRICT OF WAUPACA

SERIES 500 PERSONNEL

CODE: 533.1

CRIME INFORMATION RECORDS CHECK

It is the responsibility of the Board of Education to provide a safe environment for the students and employees of the district. The Board of Education finds it necessary to initiate the following procedures to ensure a safe environment.

1. Prior to the appointment of any person to a position with the district, the district central office will conduct a crime information records check through the Wisconsin Dept. of Justice.
2. If a crime check reveals a conviction or pending charge which the candidate failed to disclose as required on the application form, his/her application for employment will be rejected unless a reasonable explanation is obtained for the failure to disclose the information.
3. If the crime records check confirms a conviction or pending charge which the candidate acknowledged on the application form, a determination shall be made in consultation with legal counsel whether or not to reject the application based upon a consideration of the circumstances of the conviction/pending charge and whether the circumstances substantially relate to the nature of the particular position for which the candidate has applied.

ADOPTED: 101392

REVISED:

REVIEWED:

LEGAL REFERENCE:

CONTRACT REFERENCE:

CROSS REFERENCE:

School District of Waupaca is an Equal Opportunity Employer