

**ADMINISTRATIVE REGULATION**

**TURKEYFOOT VALLEY AREA  
SCHOOL DISTRICT**

**BACKGROUND CHECKS**

Vendors and independent contractors shall sign an Agreement as part of the contract stating that the vendor and/or contractor shall comply with Section III of the Public School Code.

1. The vendor or independent contractor will produce the original along with one (1) copy of the State Police or FBI criminal history record for the District's review prior to the employment of any individuals who will have direct contact with children. The District will sign, date and note that the copy is a true copy of the original form. ALL public and private schools are required to review the background check reports, including the federal criminal history record information (CHRI) reports of all prospective employees and institution administrator is responsible for reviewing the reports of prospective student teachers. The school/higher education administrator must make a determination regarding the fitness of the individual to working a position where he or she will have contact with children. The review and fitness determination is required PRIOR to the applicant working in a school. Please note: In order for the school to review original federal CHRI online, the contractor should provide the school with a list of employee names and their respective Registration ID's. The Department is not authorized to provide independent contractors access to the online review system.

The District Superintendent, the potential driver's name, approves once the clearances and credentials will then be taken to the next scheduled board of director meeting for approval as a driver for the district.

2. The vendor or contractor will maintain a file for the criminal history record information for all individuals employed on or after January 1, 1986.
3. The District shall maintain a file for the criminal history record information for all individuals employed by a vendor or independent contractor on or after January 1, 1986.

Revised: October 17, 2016

Adopted: October 15, 2012