

*Marietta City Schools
In conjunction with the*

TOP DRUG & SAFETY PROGRAM

***BACKGROUND SECURITY
POLICIES AND PROCEDURES***

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I. Purpose.

The TOP Drug & Safety Program, in conjunction with the Marietta City Schools, has a strong commitment to provide a safe and secure environment for its volunteers, staff, students and parents and to establish programs promoting high standards of health and safety.

The purpose of this policy is to provide guidelines for all concerned regarding security background checks and to provide practical procedures for its administration. The TOP Drug & Safety Program will review any questions and criteria submitted by Marietta City Schools to the Top Drug & Safety, and will take any changes needed in this policy under advisement and/or for approval.

II. Definitions.

- A. *Adjudication Criteria* (common): the guidelines to determine who will be permitted to serve as volunteers. The following represents the current common set of general categories (see appendix A for the full list of crime codes)
1. Violent Felonies
 2. Violent Misdemeanors
 - a. Weapons with violence
 - b. Physical violence
 - c. Sexual crimes
 3. Multiple DUI's
 4. Drug sales/distributions
 5. Any intentional misrepresentation or failure to disclose information on the application could result in exclusion or termination of your volunteer approval status.
- B. *Adjudication Criteria* (site specific): the guidelines established that will determine who will be permitted to serve as volunteers.
- C. *Appeal*: A formal stated disagreement by the individual with the adverse results of the findings of a security background check.
- D. *Clear*: A conclusion based upon results of a security background check indicating that the background data is in compliance with the guidelines established by the client. * indicated with an "approved" on your fax report.
- E. *Clearinghouse*: An independent entity identified for the purpose of assisting the TOP Drug & Safety Program in the administering the requirements of this program.
- F. *Individual*: Any person that wishes to volunteer within the Marietta City Schools is required to submit to the terms of this program.
- G. *Client*: Marietta City Schools Board of Education.
- H. *Expiration*: Upon gaining a clear status, the individual's security background check may be performed every five years or with just cause.
- I. *Deadline*: The date established for volunteers to have completed required security background checks and obtain a "approved" status.

- J. *Follow-up Paperwork:* Every five years each individual will be required to submit a new application and release document. The information contained in these documents will be used to perform the individual's security background check.
- K. *Information Form:* A document provided by the administrator of the program for the TOP Drug & Safety Office and/or The TOP Drug & Safety Office to the individual that advises the individual of the nature of the security background check and actions the individual may wish to take should there be adverse findings.
- L. *Adverse:* A conclusion by the TOP Drug & Safety Program that the background data conflicts with the guidelines established by the client.
- M. *Clear Status Indicator:* A date of the test clearance with an expire date of 5 years in the TOP system will indicate to an individual that the background checks have been completed and that the individual is clear.
- N. *Investigative Firm:* An independent entity contracted by the TOP Drug & Safety Program for the sole purpose of performing background checks specified in this program. Maintaining of the records and notification to the individuals of the status of their background check. Providing the individual the opportunity to dispute the reports.
- O. *Personal Data Form:* A document voluntarily filled out by the individual providing the administrator and/or TOP Drug & Safety Office with the necessary information to allow the Investigative Firm to perform the Specified background checks.
- P. *Release Form:* A document completed and submitted by the individual voluntarily Authorizing the TOP Drug & Safety Office to submit the information contained in the Personal Data form to The Investigative Firm. This release form will authorize possible random criminal checks for five years after the initial background check.

III. Policy and Procedures.

Policy and procedures which apply to an individual who is ***interested in volunteering in the Marietta City School System***, are addressed in the following statements:

- A. ***Individuals required to provide*** Background Security Checks:
 1. In order to maintain a safe & secure, environment for its students and faculty, Marietta City School Board of Education will not approve any adult volunteer who has not received an approved status from a security background check.
 2. Principals are responsible for maintaining field documentation and removing adverse individuals from school buildings.
 3. Volunteers will receive a copy of the current policy at the time of the request.
 4. Principals distribute "personal data form".

5. Principals assign volunteers by clearance status.
- B. To implement this policy the following procedures will apply:
1. Security background checks shall be limited to every five years for each volunteer, every five years each individual will be required to submit a new Personal Data Form and Release document.
 2. Primary search elements will consist but are not limited to:
 - a. Criminal history background screening (County for the past 7 years)
 - b. Identification/Social Security Verification/INS Form 9
 - A. Secondary search elements will consist of (and can be required at request of the district.) With approval of the TOP Drug & Safety Program
 1. Employment verification for past 7 years.
 2. Drivers License Check
 3. Military History (only when indicated and only if time frame for report can be within the time frame of the other checks.
 3. Security Background Checks will be recognized where such clearance is required by the District.
 4. All costs directly associated with the security checks will be borne by the Volunteer. (2010-2011 cost will be \$30 Payable to PMCTEDF)
 5. Volunteers receiving a clear check will receive a ***clearance date in TOP System***. Volunteers not receiving a clear check will receive a review failure report in which the individual may follow the appeal process if “adverse” status.
 6. All approved and pending status results will be reported to the district contact person. Additional information available upon district’s request to TOP Drug & Safety Program.
 7. Attempts to fill out the forms using incorrect information will prevent you from having a background performed for a period of 30 days.
- C. Appeal of security background check results.
 Volunteers who wish to appeal his/her results must notify the principal within twenty-four (24) hours of his/her notification of the results. Volunteers must post in cash the fee for another security check confirmation using the same information but done at an additional depth. The cash deposit should be made with the investigative firm. The final check will be mutually agreed to between the volunteer, investigative firm and the principal. If the second confirmation, which shall be a Secondary Check, is clear, the volunteer will be reinstated and the second check cost will be refunded to the volunteer.