

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

5.2

Effective Date: 07/31/15

Revised Date:

Section: Personnel

Subject: Background check procedures for non-employees

Related Policy: 5.106 Application and Employment

I. DEFINITIONS

II. PROCEDURES

Employees of the Marshall County School System are required to complete a successful background check before they begin employment. Non-employees (i.e. volunteer coaches, booster club members, etc.) who are involved in school programs/trips are considered an extension of the Marshall County School System; therefore, they are also required to complete a successful criminal history record check and fingerprinting prior to their service with the school system.

In addition to the background check/fingerprinting, the school principal must approve the recommended volunteer/employee. Once the principal gives approval, he/she will forward the request to the Director of Schools for approval.

Once these steps are complete, the volunteer/employee may begin working with students.

III. ATTACHMENTS

5.2 Addendum-A Background Check Procedures for Non-Employee Form

Signature on File

Jacob Sorrells, Director of Schools