



Francis Howell School District Background Check Procedures and Applicant's Privacy Rights

From Policy 4120 GE

The Board of Education, upon recommendation of the Superintendent of Schools, votes on the employment of all staff members. In approving applicants, the Board will be guided by the desire to obtain individuals committed to providing the highest quality education for the District's students. No person will be employed by the Board until the District obtains a clear criminal records check and a clear check of the Child Abuse/Neglect Registry maintained by the Missouri Department of Social Services. All candidates for an employment position will be required to sign a release of liability authorizing prior employers, including school districts, to furnish any information about the applicant and the applicant's work performance, including but not limited to discipline records and performance evaluations. The administration may also conduct random background checks after employment.

As part of the criminal records check, any person seeking employment shall submit fingerprints to be used by the Missouri Highway Patrol and the Federal Bureau of Investigation. The fingerprints shall be collected pursuant to standards determined by the Missouri Highway Patrol. The District will not disseminate copies of the criminal record, except as permitted by law.

Participation in the Missouri State Highway Patrol's Rapback System

The Francis Howell School District will participate in the Missouri State Highway Patrol's new system, Rapback. Rapback will alert the District about recent arrests of those who have been fingerprinted using the District's four-digit code when employed. Employees who were fingerprinted after July 1, 2015 and all new fingerprint submissions will be included in the Rapback system. Once alerted, Administration will follow the procedures we currently have in place when notified of an arrest of an employee. If it appears that the conduct that caused the arrest would impact the employee's ability to perform in their current role, Administration will investigate the issue.

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- Your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, Administration will make a determination of your suitability for the job, license, or other benefit and will provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.

- If you have a criminal history record, you will be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before Administration denies you the job, license, or other benefit based on information in the criminal history record.
- You have the right to expect that Administrators receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.
- Administration can provide you with a copy of your FBI criminal history record for review and possible challenge.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)