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**BACKGROUND CHECK POLICY**

It is the policy of Pathways Academy Adult Education (“PAAE” or “Charter School”) to provide a safe working environment and school community.

**Criminal Background Check**

All PAAE employees and individuals working, interning, or volunteering with students will be required to submit to a criminal background investigation. No condition or activity will be permitted that may compromise PAAE's commitment to the safety and the well-being of students taking precedence over all other considerations.

Conditions that prohibit working at the School include conviction of a controlled substance, sex offense, or a serious or violent felony. If there is a nexus between a conviction and the responsibilities of a job position, the candidate will not be considered. For certain marijuana-related convictions over two (2) years old, the conviction will not be considered. Additionally, should an employee, during their employment with the School, be charged or convicted of any offense, the employee must immediately report the charge or conviction to Human Resources.

**Credit History Check**

Newly hired employees for positions that meet the following requirements as outlined in the job description may be required to undergo a credit history check as part of the onboarding process:

- The job position may require the employee to be a signatory on PAAE's bank or credit card accounts;
- The job position may require the employee to transfer money on behalf of the PAAE;
- The position may require the employee to enter into financial contracts on behalf of the PAAE.

This policy applies to new employees and continuing employees applying for job positions subject to this requirement, unless the employee has previously been cleared through a credit history check with the PAAE.

After a determination is made, the custodian of records on behalf of the PAAE shall destroy the credit history check and maintain only a certification showing that the check was made, the date it was performed, and whether the individual was eligible for the position based on the results of the check.

The PAAE will maintain a high level of confidentiality to best protect the privacy of the individual.