

Policy Name: Volunteer and Contractor/ Service Background Check

Policy Purpose: The purpose of the Background Check policy is to establish proper preventative measures to protect students, staff, and other persons who may be involved with or participating in Palmetto Scholars Academy activities by conducting background checks on all individuals who interact with PSA students and/or provide services at Palmetto Scholars Academy.

Policy Description: Any parent or volunteer interested in serving as a chaperone for a school-sponsored event (e.g., overnight trips, field trips, social events, sporting events) must submit to a criminal background check at least annually. Failure to do so will automatically disqualify a person as a chaperone until such time as one is performed.

Any contractor or company providing services at Palmetto Scholars Academy must conduct background checks on employees/contractors who come to the school building, and provide proof of the background check to the Principal.

Information obtained through a criminal background check may be discussed between administrative personnel, as well as appropriate legal counsel. Should the criminal background check lead to the disqualification of a parent/volunteer as a chaperone, the Principal will speak directly with said parent/volunteer privately to inform him or her of the issue.

Information that could warrant disqualification of being a chaperone can include convictions for:

- Offenses involving minors
- Offenses related to illegal substances
- DUI/DWI, and/or lack of a driver's license
- Offenses involving weapons and/or violence
- Offenses involving sexual misconduct
- Such other related Offenses that in the discretion of the administration are not individuals who need to serve in such a capacity.

Ultimately, each criminal background check will be evaluated on a case by case basis by the administration. Decisions of the administration are final.

Procedure to be set forth by school administration.

Cost of background check will be requested of parent. Parents/family members of children who are eligible for free or reduced lunch may receive assistance from the school for the cost.