

OAK GROVE SCHOOL DISTRICT #68

Criminal Background Check Procedures



Paid Employees:

As referenced in Board Policy 5:30, "...a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law." Every individual that is paid by the district must complete a criminal background check through this procedure and the results must be reviewed and approved by the Superintendent as a condition of employment.

STEP ONE: Contact the Bartonville Police Department at 309-697-2323 and request a background check.

STEP TWO: Coordinate a time with the Officer to take fingerprints and complete the background check.

STEP THREE: Results will be sent to the attention of the School District.

STEP FOUR: Bartonville Police Department will invoice the district for the cost of the check.

Substitutes:

Substitutes should have completed background checks through the Regional Office of Education. The Peoria County ROE #48 has hours for fingerprinting and they do not take appointments. The office can be reached at 309-672-6906 if you have any questions about when they are available. The cost of the background check is the responsibility of the substitute and it can be paid at the ROE by cash or personal check. If you have an up to date clearance document from the ROE, please present that to the district for verification purposes.

Volunteers:

Volunteers who have routine and scheduled interaction with students are required to have a finger-print based background check. Examples would be volunteer coaches, room volunteers that help teachers, and reading volunteers to students. Volunteers of this nature also need Board of Education approvals. Examples of volunteers not needing background checks include the annual community work day volunteers or other volunteer opportunities with limited to no access to children. Please consult the administration at the time of volunteer request to see if a background check is required.