

# **Tapestry Public Charter School Policy Manual**

## **Background Checks and Verifications**

Adopted: 6/16/2014

Revised: NA

The Tapestry Public Charter School Board adopts the following policy, effective on the date of adoption by the Board.

**Sections:**

- I. PURPOSE**
- II. FINGERPRINTING AND CRIMINAL RECORD CHECKS**
- III. VERIFICATION OF EMPLOYMENT ELIGIBILITY**

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### **1. PURPOSE**

Tapestry Public Charter School will create a safe learning environment for all students and staff. The Board seeks to employ individuals who act as role models for students and who demonstrate the highest levels of integrity.

### **2. FINGERPRINTING AND CRIMINAL RECORD CHECKS**

In accordance with O.C.G.A. § 20--2--211 (e) (1), all personnel, certificated as well as non-certificated, employed by the Board shall be fingerprinted and have a criminal record check. The fingerprinting and record checks shall be initiated by Tapestry at the appropriate time. Substitute teachers will be responsible for paying the associated fee. Criminal record check of non-certificated personnel continued in employment in the school district shall occur every fifth year of employment. The Principal is authorized to develop regulations to implement this policy.

### **3. VERIFICATION OF EMPLOYMENT ELIGIBILITY**

All employees of Tapestry Public Charter School shall fill out the Federal I-9 form at the time of employment.