

600.060. HIRING PRACTICES & CRIMINAL BACKGROUND CHECKS

The governing body (“Board”) of Arlington Classics Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

SECTION 1. New HiresSection 1.1. Compliance.

The Executive Director of Schools, or designee, shall ensure compliance with applicable laws and regulations regarding hiring practices of new employees.

Section 1.2. Posting Job Vacancies.

The Executive Director of Schools, or designee, shall ensure that job vacancies are posted with ample time and in various venues so that a broad pool of potentially strong applicants may apply for available positions.

Section 1.3. Pre-employment Affidavits.

The Executive Director of Schools, or designee, shall ensure all applicants for a position at Arlington Classics Academy must submit a pre-employment affidavit. An applicant that answers affirmatively as to having an improper relationship with a minor must disclose all relevant facts regarding the charge, adjudication, or conviction, and whether the charge was determined to be false. An applicant is not precluded from being employed with Arlington Classics Academy if the charges were determined to be false.

SECTION 2. Criminal Background Checks

The Executive Director of Schools, or designee, shall ensure compliance with applicable laws and regulations regarding criminal background checks. Upon notification that an employee or prospective employee has engaged in an offense which legally prohibits that individual from employment at an open-enrollment charter school, The Executive Director of Schools, or designee, shall terminate, or not hire as applicable, that individual.

SECTION 3. SBEC Reporting Requirements

Section 3.1 Principal Reporting Requirements. The principal at a Arlington Classics Academy campus must notify the Executive Director of Schools of Arlington Classics Academy no later than 7 business days of:

- a. Learning an educator’s termination of employment or resignation following an alleged incident of misconduct, including an improper relationship with a student; or
- b. Learning about an educator’s criminal record by means other than the criminal history clearinghouse.

Section 3.2. Executive Director Reporting Requirements. The Executive Director of Schools, or designee, shall ensure compliance with reporting laws and regulations regarding employee termination and background checks.

- a. If the Executive Director of Schools, or designee, learns of criminal history outside

of the clearinghouse background check, the Executive Director, or designee, must notify SBEC within 7 business days.

- b. Additionally, if an educator is terminated for or resigned due to inappropriate behavior, including being involved in a romantic relationship with or solicited or engaged in sexual contact with a student or minor, the Executive Director of Schools, or designee, shall notify SBEC within 7 business days.
- c. If the Executive Director of Schools, or designee, receives a report from a principal of a Arlington Classics Academy campus, the Executive Director of Schools, or designee, must report to SBEC within 7 business days.

Section 3.3. Written Report. A report to SBEC must be in writing and should include the following:

- a. Name of employee
- b. State certification status
- c. Description of incident or description of criminal history
- d. Disciplinary steps taken

Section 4. Improper Relationships with Students

It is the policy of Arlington Classics Academy that all employees maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Employees shall not form personally intimate or romantic relationships with students, regardless of whether the student is 18 years old. Employees found to have engaged in an improper or inappropriate relationship with a student are subject to immediate disciplinary action, including termination.

Section 4.1. Electronic Communication. In order to prevent improper relationships with students, Arlington Classics Academy adopts the following:

- a. Inappropriate, private electronic messages are prohibited between employees and students except that a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
- b. Employees may not be friends or connect with students on any social media platform such as Facebook, Twitter, Snapchat, Instagram and others. Also, employees are prohibited from engaging in electronic dating applications with students such as Tinder.

Section 4.2. Personal Phone Numbers and Emails. Employees at Arlington Classics Academy are not required to provide personal emails or personal phone numbers with students, parents, or families of students. Employees may elect not to disclose their personal telephone number or e-mail address to students.

Section 4.3. Reporting Inappropriate Behavior.

a. Employee Reporting.

Employees at Arlington Classics Academy must report any behavior that is observed at school or at any school-related or school-sponsored activity that might violate this policy. Additionally, if employees receive any inappropriate communication from a student, the employee must immediately report the incident to the campus administrator. Reports may be submitted directly to the campus administrator via email or verbally in person. A report should include:

- i. Name of the employee involved;
- ii. Name of the student involved;
- iii. Location of incident; and
- iv. Description of incident.
- v. If possible, a report should include any copies of communication between the employee and the student.

b. Parent Notification

The Executive Director of Schools or designee of Arlington Classics Academy will notify a parent or guardian of a student when an alleged incident of educator misconduct involving an inappropriate relationship with a student as soon as feasibly possible after learning of the alleged incident, but no later than 24 hours.

Following an investigation into an incident of alleged misconduct involving an inappropriate relationship with a student, Arlington Classics Academy will notify the parent or guardian of the student involved as to whether:

- i. The educator was terminated following the investigation or if the educator resigned before the completion of the investigation; and
- ii. A report was submitted to the SBEC for the alleged misconduct.