

**Background Checks**  
**Board of Education**  
**Wrightstown Community School District**

---

The Wrightstown Community School District takes the responsibility of providing for the safeguard of students and staff members seriously. To that end, the District will conduct a background check for all potential new employees, all volunteers, speakers who will be alone with students in classrooms or activities, coaches and advisors for curricular or co-curricular events or activities.

Any contracts with outsourced services, employment agencies or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District. Such an inquiry shall also be made for substitutes who may be employed by the District and for volunteers assisting District staff.

Prior to employment, the District will conduct a background check for the following classifications:

- Administrative Staff
- Certified Staff
- Support Staff
- Substitutes for Professional or Support Staff
- Other groups such as Board of Education members, coaches, advisors, summer school workers, chaperones, forensic judges, summer outside workers, and auditorium help.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

Background checks will be through a contracted service with a licensed investigative agency. The District Administrator or his/her designee will review the results of the background checks. The District Administrator or his/her designee, in accordance with state and federal law, will determine whether the information obtained through the background check process qualifies an individual for employment within the District or service as a volunteer.

Legal References: Wisconsin State Statutes 111.31, 111.335, 120.12(2)

Adopted: 8/18/2021

Reviewed:

Revised: