A. School Contractor Employee Criminal Background Checks

Through the Human Resources Department, the District shall ensure that each of its service contractors certify that the service contractor has obtained all criminal history record information for covered employees.

**Covered Employees**

A covered employee is (1) an employee of a contractor who will have (2) continuing duties related to the contract services and (3) have direct contact with students. The same applies to independent contractors and subcontractor employees.

**DPS Vendor Packet**

Contractors, subcontractors, or individuals who meet the requirements for covered employees, and who are obtaining service contracts with the District, must request vendor packets from the Department of Public Safety by calling the telephone number provided in the Contract Routing Form.

**Vendor Registration on Aldine Website**

Service contractors that have successfully obtained a contract with the District must register their employees on the District website in the Criminal Background Check (CBC) process that is found under the Vendors link. CBC approval can be confirmed by calling the campus or the department that initiates the contract.

**School District Responsibilities**

Aldine Independent School District may not allow a covered contract employee to serve at the District if the District obtains information through a criminal history record information review that the covered contract employee has a disqualifying conviction under the TEC, §22.085.

If the District obtains information that a covered contract employee who holds a certificate issued by the State Board for Educator Certification (SBEC) has a reported criminal history, the superintendent, or the superintendent's designee shall notify the SBEC of that criminal history within seven calendar days of the date that information is obtained.

**Contractor Responsibilities**

A service contractor shall obtain all criminal history record information that is required by the TEC, §22.0834, for all its covered contract employees and the covered contract employees of its subcontractors. Before a contractor may assign an employee to duties in which the employee would have contact with students, the contractor must notify the district so that the district may complete a criminal background check on that employee and cleared that employee to perform those duties.
Before or immediately after employing or securing the services of a covered contract employee, without regard to whether the employee is an applicant for or a holder of a certificate, a service contractor shall send or ensure that a covered contract employee sends to the Texas Department of Public Safety (DPS) the information, which may include fingerprints and photographs, that is necessary for the DPS to obtain the covered contract employee's national criminal history record information. The DPS shall report the national criminal history record information through the Clearinghouse.

**Service Contractor Certification**

A service contractor shall certify to the District that it has obtained the criminal history record information required for all covered contract employees providing the contracted services. The service contractor shall also certify that it will take reasonable steps to ensure that the conditions or precautions that have resulted in a determination that any person is not a covered contract employee continue to exist throughout the time that the contracted services are provided.

**School Entity Request for Information on Covered Contract Employees**

A service contractor shall provide a school entity, at its request, the information necessary for the District to obtain criminal history record information through the Vendor CBC Form for all covered contract employees.

**Employees with Disqualifying Convictions**

A service contractor shall not permit a covered contract employee to provide services at the District if the employee has a disqualifying conviction under the TEC, §22.085.

**Emergencies**

In an emergency, the District may allow a covered contract employee to enter school District property, without the required criminal history record information review if the covered contract employee is accompanied by a District employee.

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