

**TEMECULA VALLEY CHARTER SCHOOL  
Board Policy**

**5000 Personnel**

**5019 Criminal Records Check**

**Board Action: APPROVED**

**Effective Date: 2-8-16**

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Employee is understood to mean: certificate, classified, temporary, substitute, Probationary, part-time, full-time, current or applying.

The Executive Director/Principal shall ensure that no person is hired who has been convicted of a violent or serious felony. If a person convicted of a violent or serious felony has obtained a certificate of rehabilitation or pardon, the Executive Director/Principal may make an offer of employment, with the approval of the Board of Directors.

The Executive Director/Principal shall ensure that no current employee, if discovered to have been convicted of a violent or serious felony is retained.

When the Board of Directors requests a criminal record summary of an employee, the school shall submit two fingerprint cards in accordance with law, together with a personal description of the person and a fee, to the Department of Justice.

Upon notification by the Department of Justice that an employee has been convicted of a violent or serious felony, the Executive Director/Principal shall immediately terminate that employee, unless it is determined that an investigation is necessary. If so, the employee shall be immediately placed on unpaid leave.

When the school receives written electronic notification of the fact of conviction from the Department of Justice, the Executive Director/Principal shall immediately terminate the employee without regard to any other procedure for termination specified in the Education Code or school procedures.

If the employee challenges the Department of Justice record and the Department of Justice withdraws in writing its notification, the Executive Director/Principal shall immediately reinstate the employee with full restoration of salary and benefits for the period of time from the suspension without pay to the reinstatement.