

Policy Number: PER 008	Title: KBI Background Checks
Performance Standard:	Original Date: 8/2006
USD 418 BOE Policy:	Policy Council Approval/Revision: 8/2006 2/2018 BOE Approval: 2/2018

POLICY:

Any person not passing the Kansas Background Investigation checklist will not be allowed in the classroom during regular classroom hours. If a person with a prior record indicates this record to staff, or if a discrepancy appears on the return of the KBI, letter will be sent to the person involved and that person will be responsible to contact the KBI for clarification. A list of those with KBI discrepancies will be kept in a confidential location, monitored and updated regularly, and distributed in a need to know basis to the staff.

If a parent who may have a KBI finding needs to provide transportation for his or her child, they will make arrangements with a staff person to exchange the child at the front door of the building.

Parents or family members with a KBI finding will be invited and encouraged to attend parent meetings, parent teacher conferences, open house, parent orientation and special events as approved by the Associate Principal and Head Start Director. Staff will welcome these families to volunteer in activities not involving the presence of children, such as assisting in making classroom materials, construction or maintenance projects, etc.