



High Rockies Community School

Fingerprinting and Background Investigation Policy

for Employees and Volunteers

By law, background checks and fingerprint-based criminal history checks are completed on all employees. ([C.R.S. 22-30.5-110.7](#)). Per our charter contract, independent contractors and outside companies that place employees in the school must also complete the required background checks and provide evidence of the checks to the school. All offers of employment are contingent upon the successful completion and review of their criminal history and background check.

Volunteers who regularly volunteer at the school will undergo a CBI instant background check (twice a year) or one-time fingerprint-based criminal check. Chaperones and drivers for field trips will undergo a fingerprint-based criminal history check. The school also requires evidence of insurance and the driver's license prior to being approved for student transportation. The same offenses that disqualify an employee or applicant for employment also disqualify a volunteer from volunteering within the school.

The school adheres to the reporting requirements and allowable uses set forth in [C.R.S. 22-30.5-110.5](#) and the results of each background check are kept in the employee's confidential personnel file. Results of volunteer background checks are kept in individual confidential files. Please see here for the [Privacy Act Statement](#).

For a challenge of Colorado state CHRI the subject of a record can do a record challenge at [Colorado Bureau of Investigation](#). You can also take your dispute directly to the arresting agency. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306.

Process for Employees, Applicants and Volunteers

1. To schedule your ten-minute fingerprint appointment, follow the instructions on this page: [HIGH ROCKIES COMMUNITY SCHOOL-CHARTER SCHOOL APPLICANTS 22-30 5-110 7 \(1\) \(1\).pdf](#)
2. Notify the Head of School of your appointment.
3. Bring a US or state-issued form of identification.
4. Employees – submit your receipt to the business office for reimbursement.

I acknowledge that I understand the above policy and my rights to contest the results of a background check and have received the Privacy Statement.

Applicant Signature

Name (printed)

Date