



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 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 the link below. Please follow the directions for the appropriate program.
 - a. [K-8 Program](#)
 - b. Preschool Program
2. Notify the Operations Lead of your appointment.
3. Bring a US or state-issued form of identification.
4. Employees – submit your receipt to the business office for reimbursement.

Additional Notice for Preschool Employees, Applicants and Volunteers

High Rockies Community School Preschool is a child care program licensed by the Colorado Department of Early Childhood (CDEC). State and federal child care licensing law require background checks that are broader than those for K-12 school employees. All individuals who work or volunteer in the licensed preschool program must complete the comprehensive background check required for licensed child care, in addition to any check required of them as a High Rockies Community School employee.

This requirement applies to preschool staff, substitutes, regular volunteers, and any other individual with unsupervised access to children in the licensed program, as defined by CDEC licensing rules.

The comprehensive child care background check includes:

- A fingerprint-based criminal history record check through the Colorado Bureau of Investigation (CBI) and the Federal Bureau of Investigation (FBI), submitted through a CBI-approved vendor (IdentoGO or Colorado Fingerprinting);
- A Colorado child abuse and neglect record check (TRAILS), submitted by the school through the CDEC Provider Hub; and
- For any individual who has lived in another state within the past five years, an out-of-state criminal history check and an out-of-state child abuse and neglect registry check.

A covered individual must have the required checks completed and be determined eligible by CDEC before having unsupervised contact with children in the licensed program. Records for the licensed program are kept in confidential files and are subject to the reporting requirements and allowable uses of applicable law. Checks for the licensed program are renewed on the schedule required by CDEC (currently every five years) and through continuous ("rap back") monitoring where available.

The disqualifying offenses and eligibility determinations for the licensed program are governed by the child care licensing statutes and rules, which control over the K-12 employee standard for anyone working in the preschool.

Legal authority: C.R.S. 26.5-5-309; C.R.S. 26.5-5-317; 45 CFR 98.43; 8 CCR 1402-1 (Rule 2.121). For K-12 school positions, these requirements are in addition to those set out earlier in this policy (C.R.S. 22-30.5-110.5 and 22-30.5-110.7).

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