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**BACKGROUND CHECK POLICY**

It is the policy of Sage Oak Charter Schools (“SOCS” or “Charter School”) to provide a safe working environment and school community.

**Criminal Background Check**

All SOCS employees and individuals working, interning, or volunteering with students will be required to submit to a criminal background investigation. No condition or activity will be permitted that may compromise SOCS’s commitment to the safety and the well-being of students taking precedence over all other considerations.

Conditions that prohibit working at the School include conviction of a controlled substance, sex offense, or a serious or violent felony. If there is a nexus between a conviction and the responsibilities of a job position, the candidate will not be considered. Convictions for the use or possession of cannabis or marijuana will not be considered, nor will any cannabis or marijuana-related conviction that is over two (2) years old. Additionally, should an employee, during their employment with the School, be charged or convicted of any offense, the employee must immediately report the charge or conviction to the Human Resources Director or designee.

**Credit History Check**

Newly hired employees for positions that meet the following requirements as outlined in the job description may be required to undergo a credit history check as part of the onboarding process:

- The job position may require the employee to be a signatory on SOCS’s bank or credit card accounts;
- The job position may require the employee to transfer money on behalf of the SOCS;
- The position may require the employee to enter into financial contracts on behalf of the SOCS.

This policy applies to new employees and continuing employees applying for job positions subject to this requirement, unless the employee has previously been cleared through a credit history check with the SOCS.

After a determination is made, the custodian of records on behalf of the SOCS shall destroy the credit history check and maintain only a certification showing that the check was made, the date it was performed, and whether the individual was eligible for the position based on the results of the check.

The SOCS will maintain a high level of confidentiality to best protect the privacy of the individual.