



TEACHER EDUCATION AND SCHOOL PERSONNEL CRIMINAL BACKGROUND CHECK

Policy Title: Teacher Education and School Personnel Criminal Background Check

Policy Type: Administrative

Policy Number: 36-01 (2014)

Approval Date: 01/12/2015

Responsible Office: School of Education

Responsible Executive: Provost and Vice President for Academic Affairs

Applies to: Students Enrolled in Licensure and Non-licensure Education Programs

POLICY STATEMENT

Norfolk State University is committed to promoting and maintaining a safe environment for students, faculty and staff. Safety in the classrooms—on and off campus—is paramount as the University prepares students who work with minors in their educational programs.

TABLE OF CONTENTS	PAGE NUMBER
Definitions.....	1
Contacts.....	2
Stakeholder(s).....	2
Background Check Policy.....	2
Publication.....	3
Review Schedule.....	3
Related Documents.....	3
Forms.....	3

DEFINITIONS

Criminal Background Check: Student will apply for a universal background check to verify that no disqualifying criminal history exists in any jurisdiction where he/she resides or has resided.

Licensure Program: A program that prepares individuals to work in public schools in which state criteria must be met for endorsement, certification, and employment.

Non-Licensure Program: A program that prepares individuals to work with students from birth to age 21 in community agencies, private schools, and other agencies with the exception of public schools.

CONTACT(S)

The School of Education, Dean's Office, officially interprets this policy. The Provost and Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required. Questions regarding this policy should be directed to the Dean's Office of the School of Education and/or the Provost and Vice President for Academic Affairs.

STAKEHOLDER(S)

University Community

BACKGROUND CHECK POLICY: POLICY CONTENTS

Effective fall 2014, all School of Education students pursuing programs leading to state licensure and programs preparing persons to work with children from birth to age 21 will be required to complete a universal background check prior to enrolling in EDU 201- American Schools and the Teaching Profession and EDU 501-Foundations of Education.

- The background check will determine whether there are incidents in a student's history that would pose a risk to children and/or prohibit the individual from being licensed or employed. Students will be responsible for any fees associated with the universal background check.
- For additional information on procedures and fees, students should contact their academic advisor or consult the Center for Professional Development. Convictions and findings reported on the background check may result in the student's inability to be enrolled in a field experience or clinical practice and may result in dismissal from the program. Each student also bears responsibility for forthright and accurate reporting of any criminal history to the School of Education so that concerns can be addressed in a timely manner. Students are required to report any criminal activity to their academic advisor, department chair, or the Director of the Center for Professional Development in writing when any new activity occurs that has not been previously reported.

If a report indicates a history of criminal activity, the Dean of School of Education will send a letter to the student requesting a written explanation of the indicated incident(s). The Dean or her designee and the appropriate Department Chair will review the student's response for continued course enrollment and/or matriculation in the program.

The handling of all records and student information will be strictly confidential and in compliance with all applicable federal and state laws.)

PUBLICATION

The policy will be published in departmental and School of Education handbooks, the School of Education and departmental websites, and other departmental materials (e.g. curriculum sheets). The policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Provost and Vice President for Academic Affairs will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online [Policy Library](#) within 14 days of approval;
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

Failure to satisfy procedural requirements does not invalidate this policy.

REVIEW SCHEDULE

- **Next Scheduled Review:** 04/24/2021
- **Approval by, date** President, 01/12/2015
- **Revision History:** New Policy

RELATED DOCUMENTS

There are no related documents associated with this policy.

FORMS

There are no forms associated with this policy and procedures.