



**POLICY**

In order to perform our due diligence in protecting the well being and safety of the children we serve, Bannockburn Christian Academy performs criminal background checks on all parents/guardians who wish to participate in a school field trip or activity. The Academy deems it necessary and advisable as a matter of policy to reserve the right to disqualify and prohibit persons from serving as an employee or volunteer who have been arrested for, convicted of, been on probation for, or received deferred adjudication for any disqualifying offense. Criminal Background Checks will be conducted on all employees and volunteers and will be repeated every three years or as often as deemed necessary by the Academy.

The right to disqualify based upon a prior history of criminal conduct involving moral turpitude applies to any such criminal conduct regardless of whether (a) the criminal charges were subsequently dropped and the applicant was never prosecuted for the crime charged, or (b) the criminal charges resulted in a non-conviction such as probation, or (c) the criminal conviction was subsequently expunged from the applicants record as the result of appropriate legal proceedings.

**GUIDELINES FOR DETERMINING PARENT PARTICIPATION**

The following offenses are grounds for disqualification from chaperoning, driving to and participation in other off-campus activities regardless of any extenuating circumstances:

- (a) Crimes against the family, sex related offenses, child related offenses, murder, felony, theft, robbery, burglary, fraud related offenses and crimes against persons and property.
- (b) A felony or misdemeanor classified as an offense against public order or indecency.
- (c) A felony violation of any law intended to control the possession or distribution of any substances included as a controlled substance in the Texas Controlled Substances Act.
- (d) All other offenses, not otherwise described above, may result in disqualification at the discretion of an agent of the Academy.

**ACKNOWLEDGEMENT**

I hereby give permission for Bannockburn Christian Academy to obtain information relating to my Criminal History Record. The Criminal History Record, as received from the reporting agencies, may include arrest and conviction data, as well as plea bargains and deferred adjunction. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the Criminal History Record check may be repeated at any time. I understand that I will have an opportunity to review my Criminal History Record if requested and a procedure is available for clarification, if I dispute the record as received.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify the search company and Bannockburn Christian Academy, and each of their officers, directors, employees and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorney's fees, court costs, and other expenses resulting with my application to become a volunteer/staff member.

The information requested below must be completed by the parent/guardian/relative desiring to participate in any school related activity:

PRINT Legal Name	Social Security No.		
Other Names Known By	Gender	Date of Birth	
Residential Address	City	State	Zip Code
Email Address			
Applicant's Signature	Date		