



## SCHOOL OF EDUCATION BACKGROUND CHECK POSITIVE RETURN POLICY AND PROCEDURE

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- I. Procedure to followed by School of Education (CU SoE) faculty if a Tennessee Bureau of Investigation *Child-related worker private background check* report returns with an “indication that there is reason to preclude the applicant from consideration for employment or licensing” regarding a CU SoE candidate (a candidate is any person enrolled in a degree program leading to initial teacher licensure).
  - a. Upon the return of the record showing incident(s), contact the court in which the trial was heard. General sessions court in Lebanon = 444-2045. Determine the disposition of the case and determine information on the sentencing. If the court will not provide the information, contact Bobbie Jackovich, Law Enforcement Information Coordinator at the TBI, 615-744-4274. She can often help with determining the status of the case or sentence.
    - i. If the background check indicates that the case was dismissed, the candidate must be still contacted and steps below are to be followed.
  - b. Candidates whose records show some past criminal activity must immediately meet with the Coordinator of Field Experiences (CFE), and are not to visit or return to the schools at which they have been placed until the following steps have been taken.
    - i. CFE must document meeting and discussion. A copy of documentation must be kept in the candidate’s file in the CU SoE office.
  - c. Candidate must also fill out a statement on the incident, including details on the court case and sentencing.
    - i. CFE reads the candidates’ statement and ensures that details from the TBI and courts match the candidate’s written statement. If they do not, the details need to be clarified, but if the descriptions are significantly variant the candidate should not be placed.
  - d. After reading the candidate’s statement and meeting with the candidate, CFE decides on the appropriate course of action (see Section II).
  - e. After reviewing the statements and the record, if the CU SoE feels that the candidate is not a danger to children CU SoE must document the rationale for approving the candidate to continue with their placement in a school. This must also be kept in the candidate’s file in the CU SoE office.
    - i. Said documentation is to be filed with the district, which may consider the case on the merits for themselves weighing our judgment.
    - ii. If the candidate is cleared, the CFE is responsible for following up with the cooperating teacher(s) after the first visit by the candidate to their classroom(s) and reasonably frequently thereafter. If the cooperating teacher has any doubts about the candidate, the candidate is to be pulled immediately. Candidates will be assisted with a change in major at that point.
  - f. CFE sends meeting report to Dean of School of Education for approval.



- II. Actions that may be taken by the CU SoE upon an “indication that there is reason to preclude the applicant from consideration for employment or licensing”:
- a. ABSOLUTELY NO FELONS will be permitted to complete a degree at Cumberland University that may be used to secure teacher licensure in any state;
  - b. Any non-felony incident involving children, minors, physical abuse, violence, or the abuse of drugs or alcohol will be very seriously considered on the merits of each individual case;
  - c. For other non-felony incidents not involving children or violence, CFE must consider the nature and date of the incident before clearing the candidate for placement;
  - d. If the candidate is considered ineligible for placement by the CUSoE, the CUSoE faculty or its representatives will take the necessary steps to assist the candidate with a transfer to another major if appropriate;
  - e. The CU SoE faculty reserve the right to deny a candidate the ability to complete a degree based on the merits of information returned in a background check.
  - f. The CU SoE faculty reserve the right to take other actions deemed appropriate based on the merits of an individual case.