



CAROLUS ONLINE ACADEMY

101 Westpark Blvd. Suite C
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Carolus Online Academy Background Check Policy and Procedure

Effective Date: 6/23/2025

Policy and Purpose

To ensure the safety and security of our students and staff, Carolus Online Academy (COA) requires any individual who is to be hired by or who is hired to undergo background checks as outlined in law, which includes a name-based criminal record search by the State Law Enforcement Division (SLED) and a search of the National Sex Offender Registry under S.C. Code Ann. Section 59-19-117.

Additionally, all applicants for hire must complete and execute the FORM attached for permission to complete Employment Background Checks. The cost of the background checks for individuals considered for hire will be paid by Stride/K12, the third-party employer.

The fee associated with the criminal record search on a teacher or a substitute teacher is waived for COA's authorizing district, the South Carolina Public Charter School District (the District).

State Law Enforcement Division (SLED) Background Checks

COA will request that Stride/K12, the third-party employer, obtain the required name-based criminal record history check from SLED on all new employees prior to their initial employment.

In determining how the information obtained impacts the individual's ability to be an effective employee, COA and Stride/K12 will consider such things as severity of offense, age of the individual, direct impact of the offense on children, length of time since conviction or plea, restitution, conduct or remedial actions during probation, and participation in pre-trial intervention and/or expungement.

Stride/K12 will not employ an individual who has been convicted of or pled guilty to a violent crime as outlined in law.

Also, when making employment decisions, Stride/K12 will carefully consider information relative to felony convictions as well as information that could result in the revocation or suspension of a professional certificate "for just cause" as outlined in law.

National Sex Offender Registry Checks

COA will request that Stride/K12 perform a National Sex Offender Registry check on all new employees, whether employed on a full-time, part-time, regular, interim, or temporary basis, who work at COA on an interim or regular basis resulting in direct interaction or contact with students.

Stride/K12 will not permit individuals whose names appear in the National Sex Offender Registry or individuals who have been required to register as sex offenders pursuant to state law to work or serve at COA in any capacity. If an individual is denied employment at COA as a result of information appearing on the name-based background check, the person may be given an opportunity to respond to the reasons.



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The Immigration Reform and Control Act of 1986

The Immigration Reform and Control Act of 1986 prohibits employers from hiring individuals not legally eligible to work in the United States. Stride/K12 and COA will comply with the provisions of the US Immigration and Customs Enforcement Agency (ICE) regulations by requiring employees of COA to complete Form I-9. All newly hired Stride employees assigned to COA must complete the form no later than three business days following their first working day. If an individual is unable to provide the required document or documents to complete the Form I-9 within the three-day period, the individual must present a receipt for the application of the document or documents within three days of the hire and present the required document or documents within 21 days of the hire. Stride/K12 will maintain the completed Form I-9 in a file separate from other personnel records in order to prevent unauthorized review of personnel files and will retain the Form I-9 for three years after the date of hire or one year after the date the individual's employment is terminated, whichever is later. The Form I-9 will be made available on an individual basis as requested by COA. Stride/K12 participates in the federal E-Verify program and will verify the employment authorization of each new employee through this federal program.

Adopted date: 6/19/2025

Revision date(s):

Legal References:

S.C. Code of Laws, 1976, as amended:

Section 16-1-60 – Violent crimes defined.

Section 23-3-115 - Fees for criminal record searches; school districts.

Section 23-3-130 - Dissemination of criminal history conviction records upon request.

Section 59-19-117 - Background checks.

Section 59-25-160 – Just cause for revocation or suspension of a license

S.C. State Board of Education Regulations:

R43-51 - Certification requirements; criminal background checks.

[Policy BBCDA](#) – Criteria for review of initial applicants for certification

United States Code:

Public law 99-603 – Immigration Reform and Control Act of 1986 Public law 104-208

– Illegal Immigration Reform and Immigrant Responsibility Act of 1996