STAFF SELF-REPORTING OF ARRESTS, CRIMINAL CHARGES, AND CONVICTIONS FILE: GBEAA

Purpose

To promote the safety and well-being of students, employees, and the school community; to support the Board's compliance with applicable legal restrictions on the employment and retention of individuals convicted of specified offenses; and to require timely employee self-reporting of reportable arrests, criminal charges, and final criminal dispositions in accordance with this policy and its implementing regulation.

Definitions

Arrest – is the act of apprehending and taking a person into legal custody.

Criminal Charge – is a formal accusation by a government prosecutor or law enforcement agency alleging that an individual or entity has violated the law.

Conviction – is the official judgment or decision that a defendant is guilty of a charged offense.

Reportable Offense –

1. An offense involving the distribution of a controlled dangerous substance; or
2. An offense identified in § 6-113(a) of the Education Article of the Annotated Code of Maryland, including:
    a. A third-degree or fourth-degree sexual offense under Maryland law, or an offense under the law of another state that would constitute a violation of Criminal Law Article §§ 3-307 or 3-308 if committed in Maryland;
    b. Child sexual abuse under Criminal Law Article § 3-602, or an offense under the law of another state that would constitute child sexual abuse under Maryland law if committed in Maryland; or
    c. A crime of violence as defined in Criminal Law Article § 14-101, or an offense under the law of another state that would constitute a crime of violence under Maryland law if committed in Maryland.

For purposes of this policy and implementing regulation, a reportable arrest, criminal charge, or final criminal disposition is one that concerns a Reportable Offense.

Self-Reporting – is an employee's provision of information, either personally or through a legal representative, to Human Resources regarding an arrest, criminal charge, or convictions.

Policy Statement

The Board of Education recognizes its responsibility to maintain a safe, secure, and supportive learning and working environment for students and staff. In accordance with Maryland law, the Board shall not knowingly employ or retain any individual who has been convicted of, or has pled guilty or nolo contendere (no contest) to, any crime that disqualifies the individual from employment in the public schools.

Accordingly, all applicants for employment with Allegany County Public Schools (ACPS) shall be required to complete criminal history records check as a condition of employment. In addition, all employees are required to self-report any arrest or criminal charge involving offenses identified under applicable law or regulation, as well as the final disposition of any related criminal proceeding.

These requirements are intended to support compliance with Maryland law and to uphold the Board's commitment to protecting the safety and well-being of students, employees, and the school community.

Legal Reference	Adopted	Reviewed	Revised
Annotated Code of Maryland, Family Law Article § 5-551; Annotated Code of Maryland, Education Article § 6-113; Annotated Code of Maryland, Criminal law 14-101.			October 13, 2026, 1st Reading November 10, 2026, 2nd Reading