



Code: **GCDA/GDDA**
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Criminal Records Checks and Fingerprinting

In a continuing effort to further ensure the safety and welfare of students and staff, the district shall require all newly hired full-time and part-time employees not requiring licensure to undergo a criminal records check and/or fingerprinting. Other individuals, as determined by the district, that will have direct, unsupervised contact with students shall submit to criminal records checks and/or fingerprinting, as required by law.

“Direct, unsupervised contact with students” means contact with students that provides the person opportunity and probability for personal communication or touch when not under direct supervision.

As required by state law, a criminal records check and/or fingerprinting shall be required of the following individual or individuals¹:

1. All district contractors and their employees, whether employed part-time or full-time, considered by the district to have direct, unsupervised contact with students;
2. All district contractors and/or their employees who provide early childhood special education or early intervention services in accordance with rules established by the Oregon Department of Education, Child Care Division;
3. Any community college faculty member providing instruction at the site of an early childhood education program, at a school site as part of an early education program, or at a kindergarten through grade 12 school site during the regular school day;
4. Any individual who is an employee of a public charter school and not requiring licensure; and
5. ²Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students.

The identity of a subject individual requiring fingerprinting will be provided by the district to the authorized fingerprinter for verification.

¹ Subject individuals and requirements are further outlined in GCDA/GDDA-AR – Criminal Records Checks and Fingerprinting.

² If the district allows volunteer service and the volunteers have direct, unsupervised contact with students, this policy language is required, and districts are required to conduct background checks on these volunteers.

A subject individual shall be subject to fingerprinting only after acceptance of an offer of employment or contract.

The district shall begin the employment of a subject individual or terms of a district contractor on a probationary basis pending the return and disposition of the required criminal records checks.

A subject individual who has been convicted of any crimes prohibiting employment or contract will be terminated and/or will not be employed or contracted. A subject individual who fails to disclose the presence of convictions that would not otherwise prohibit employment or contract with the district as provided by law will not be employed or contracted with, by the district. A subject individual who knowingly made a false statement as to the conviction of any crime may not be employed or contracted with, by the district.

The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.

The service of a volunteer allowed to have direct, unsupervised contact with students will not begin before the return and disposition of a criminal records check.

A subject individual who knowingly made a false statement or has been convicted of a crime listed in ORS 342.143 may result in immediate termination from the ability to volunteer in the district.

Fees associated with a criminal records check and/or fingerprinting may be charged.

The superintendent shall develop administrative regulations as necessary to meet the requirements of law.

Appeals

A subject individual may appeal a determination that prevents employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case and will be notified of such in writing by ODE.

A volunteer required to submit to a fingerprint-based criminal records check may appeal a determination that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case, if the results of the background check were provided by ODE or ODE's vendor and will be notified of such in writing by ODE.

END OF POLICY

Legal Reference(s):

ORS 181A.180	ORS 336.631	OAR 581-021-0501
ORS 181A.230	ORS 342.143	OAR 581-022-2430
ORS 326.603	ORS 342.223	OAR 584-050-0012
ORS 326.607	OAR 414-061-0010 - 0030	
ORS 332.107	OAR 581-021-0500	

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2012).

Cross Reference(s):

EEACA - Driver Selection, Certification and Training
IICC - Volunteers