

# Lake County School District 7

Code: **GCDA/GDDA**

Adopted: 3/08/10

Revised/Readopted: 3/28/11; 2/11/13; 7/11/16;  
11/13/17

Orig. Code(s): GCDA/GDDA

## **Criminal Records Checks and Fingerprinting**

All newly hired employees, full-time or part-time and not requiring licensure, shall be required to submit to a nationwide criminal records check and fingerprinting. Other individuals that will have direct, unsupervised contact with students, as determined by the district, shall also be required to submit to a nationwide criminal records check and fingerprinting.

“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.

The Board requires an Oregon criminal history check on other individuals considered for volunteer service to the district who have direct, unsupervised contact with students.

As required by state law, a criminal records check and/or fingerprinting shall be required of subject individuals. The subject individuals and requirements are further outlined in GCDA/GDDA-AR - Criminal Records Checks and Fingerprinting.

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

The service of a volunteer may begin on a probationary basis pending the return and disposition of a criminal records check.

An individual who has failed to disclose the presence of convictions that would not otherwise prevent his/her employment with the district as provided by law may, with superintendent’s approval, 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.

An individual who knowingly made a false statement as to the conviction of any crime on district volunteer forms, as determined by the district, will result in immediate termination from the ability to volunteer in the district.

Criminal records checks and fingerprinting fees as required by the Teacher Standards and Practices Commission shall be paid by the individual. Criminal history checks required for volunteers are paid for by the district. Fees as required for all other individuals subject to such checks and/or fingerprinting shall be paid by the individual.

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

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

Employees not requiring licensure may request that the required fees be withheld from the employee's paycheck. Such fees may be deducted only upon the request of the individual.

The superintendent is directed to develop administrative regulations to meet the requirements of applicable Oregon Revised Statutes and Oregon Administrative Rules.

### **Appeals**

An individual eligible may appeal a determination that prevents his/her employment or eligibility to contract with the district to the Superintendent of Public Instruction as a contested case and will be so notified in writing by the ODE.

END OF POLICY

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### **Legal Reference(s):**

[ORS 181A.180](#)  
[ORS 181A.230](#)  
[ORS 326.603](#)  
[ORS 326.607](#)

[ORS 332.107](#)  
[ORS 336.631](#)  
[ORS 342.143](#)  
[ORS 342.223](#)

[OAR 414-061-0010 to -0030](#)  
[OAR 581-021-0500](#)  
[OAR 581-022-2430](#)  
[OAR 584-050-0012](#)

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2017).

### **Cross Reference(s):**

EEACA - School Bus Driver Examination and Training  
IICC - Volunteers