

# North Marion School District 15

Code: **GCDA/GDDA**

Adopted: 10/10/94

Revised/Readopted: 12/11/95; 11/12/96; 2/11/08;  
11/09/09; 1/14/13; 9/14/15;  
4/11/16; 9/24/18

## **Criminal Records Checks/Fingerprinting**

In a continuing effort to 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 individuals<sup>1</sup>:

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 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 childhood program or at a grade K through 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. <sup>2</sup>Any individual considered for volunteer service with the district who is allowed to have direct, unsupervised contact with students.

The district shall require a nationwide criminal records check based on fingerprinting for a volunteer with direct, unsupervised contact with students<sup>3</sup>.

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

---

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

<sup>2</sup>[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.]

<sup>3</sup>[If the district requires fingerprinting for certain volunteer positions, the district is required to list those volunteer positions in board policy. The bracketed language is only possible examples; modify to identify the needs of the district.]

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

The district may 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 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 in a position identified by the district as requiring a nationwide criminal records check including fingerprinting will not begin before the return and disposition of the nationwide criminal records check including fingerprinting.

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 checks, including contractors and their employees and volunteers shall be paid by the district.

Fees associated with fingerprinting for new employees shall be paid by the individual.

Individuals may request that the amount of the fee be withheld from the employee's paycheck, including a periodic payroll deduction rather than a lump sum payment, in accordance with Oregon law. The district may withhold such fees only upon request of the individual.

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

END OF POLICY

---

**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 - 0030](#)

[OAR 581-021-0500](#)  
[OAR 581-021-0502](#)  
[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. (2012).

**Cross Reference(s):**

IICC - Volunteers

