

Pilot Rock School District 2R

Code: **GCDA/GDDA**
Adopted: 12/21/11
Revised/Readopted: 1/18/17; 11/15/17
Orig. Code(s): GCDA/GDDA

Criminal Records Checks and Fingerprinting

All newly hired full-time and part-time employees, not requiring licensure, shall be required to submit to a nationwide criminal records check and fingerprinting. Other individuals contracting with the district and their employees, who 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.

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

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 district shall not begin volunteer service of an individual before the return and disposition of such criminal records checks.

An individual who has failed to disclose the presence of convictions that would not otherwise prohibit his/her employment with the district as provided by law, 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.

An individual who knowingly made a false statement as to the conviction of any crime on district volunteer forms, as determined by the district, may 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. Fees as required for all other individuals subject to such checks and/or fingerprinting shall be paid by the individual.

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

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