



Code: **GCDA/GDDA**  
Adopted: 10/14/10  
Revised/Readopted: 3/13/13; 5/14/14; 6/08/16

## **Criminal Records Checks/Fingerprinting**

All newly hired employees shall be required to submit to a nationwide criminal records check and fingerprinting. Individuals contracting with the district and their employees, who have direct, unsupervised contact with students, shall also be required to submit to a nationwide criminal records check and fingerprinting.

The Board requires a criminal history check for individuals considered for use as volunteers for the district who have direct contact with students.

The district shall not allow an individual to begin volunteer service until the return and disposition of such checks.

The district may begin the employment of an individual or district contractor and its employees on a probationary basis pending the return and disposition of such checks.

An individual who has failed to disclose the presence of criminal convictions that would not otherwise prevent his/her employment with the district as provided by law may be employed or contracted with the district upon the approval of the director of human resources.

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 employees and contractors subject to such checks and/or fingerprinting shall be paid by the individual or by the contractor when prearranged. Fees as required for volunteers subject to such checks shall be paid by the district.

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.

END OF POLICY

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**Legal Reference(s):**

[ORS 181.525](#)  
[ORS 181.555](#)  
[ORS 183.413 to -183.470](#)  
[ORS 326.603](#)  
[ORS 326.607](#)

[ORS 336.631](#)  
[ORS 338.115](#)  
[ORS 342.143](#)  
[ORS 342.223](#)

[OAR 414-061-0010](#)  
[OAR 581-021-0500](#)  
[OAR 581-022-1730](#)  
[OAR 584-036-0062](#)

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

**Cross Reference(s):**

EEACA - School Bus Driver Examination and Training  
IICC - Volunteers