

### **Criminal Records Checks/Fingerprinting**

In a continuing effort to further ensure the safety and welfare of students and staff, the district shall require criminal records checks and fingerprinting of employees and others having direct, unsupervised contact with students as required by law.

Direct, unsupervised contact means contact with students that provides the person opportunity and probability for personal communication or touch.

Accordingly, such checks shall be required of the following:

1. All individuals applying for initial issuance of a license as a teacher, administrator, personnel specialist or school nurse;
2. All individuals applying for renewal of a license as a teacher, administrator, personnel specialist or school nurse;
3. All individuals applying for reinstatement of a license as a teacher, administrator or personnel specialist whose license has lapsed for at least three years;
4. All individuals registering with the Teacher Standards and Practices Commission (TSPC) for student teaching, practicum or internship as a teacher, administrator or personnel specialist;
5. All individuals newly hired and those currently employed by the district not requiring licensure as a teacher, administrator, personnel specialist or school nurse, whether employed part-time or full-time;
6. All school district contractors and/or their employees, whether employed part-time or full-time;
7. All contractors and/or their employees who provide early childhood special education or early intervention services in accordance with rules established by the Employment Department;
8. An individual who is an employee of a public charter school.

The superintendent shall identify the positions requiring nationwide criminal records checks and fingerprinting. Such criteria as job descriptions, district contracts and the likelihood for unsupervised personal communication or touch with students will be used. A list of these positions will be maintained in the district office and available to the public upon request.

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 allowed to re-certify with the Oregon Department of Education.

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

END OF POLICY

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**Legal Reference(s):**

[ORS 181.525](#)

[ORS 181.539 \(4\)\(d\)\(e\)\(f\)\(h\)\(i\)](#)

[ORS 181.555](#)

[ORS 183.413 - 183.470](#)

[ORS 326.603](#)

[ORS 342.143](#)

[ORS 342.223 - 342.232](#)

[OAR 581-022-1730](#)

[OAR 584-036-0062](#)