

Criminal Records Checks and Fingerprinting

All newly hired employees, full-time and part-time and 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 have direct, unsupervised contact with students, shall also be required to submit to a nationwide criminal records check and fingerprinting.

Any individual considered for volunteer service with the district who is to have direct, unsupervised contact with students shall be required to submit to a criminal records check.

The district shall not begin the employment of an individual or terms of a district contractor before the return and disposition of such criminal records check 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 prohibit his/her employment with the district as provided by law may employed or contracted with 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 individuals shall be paid by the individual.

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

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

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

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