

# Sheridan School District 48J

Code: **GCDA/GDDA**  
Adopted: 10/21/09  
Revised/Readopted: 3/21/12; 10/17/12; 2/19/14;  
1/17/18  
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.

“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.

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 district shall begin the employment of an individual or terms of a district contractor on a probationary basis pending the return and disposition of such checks.

The Board shall require an Oregon criminal records check for other individuals considered for use as volunteers for the district who have direct, unsupervised contact with students.

A subject 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] [will] result in immediate termination from the ability to volunteer in the district.]

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.

Fees associated with a criminal records check and/or fingerprinting may be charged.

The superintendent is directed to develop administrative regulations to meet the requirements of law.

END OF POLICY

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**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):**

IICC - Volunteers