

# Three Rivers School District

8550 New Hope Rd • PO Box 160 • Murphy, OR 97533

Policy: GCDA/GDDA-AR  
Adopted: 11/17/08  
Readopted: 12/15/15

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## CRIMINAL RECORDS CHECKS / FINGERPRINTING

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### Subject Individual Requirements

1. Any individual newly hired, whether full-time or part-time, into a position having direct, unsupervised contact with students and not requiring licensure as a teacher, administrator, personnel specialist or school nurse shall be required to undergo a nationwide criminal records check and fingerprinting.

~~"Direct, unsupervised contact with students," as defined by Oregon Administrative Rule and as used through this administrative regulation, means contact with students that provide the person opportunity and probability for personal communication or touch when not under direct supervision.~~

~~The district has determined employees assigned to the following positions may have such contact with students and will therefore be required to meet criminal records checks and fingerprinting requirements:~~

- a. Classroom aides/Educational assistants;
  - b. Library/Media aides;
  - c. School office secretaries;
  - d. Custodians;
  - e. Cooks;
  - f. Bus drivers;
  - g. Extracurricular activity employees, including:
    1. Coaches/Athletic trainers;
    2. Club, organization or other such extracurricular advisors not requiring licensure.
  - h. Others, as identified by the superintendent, employed by the district on a part-time or full-time basis not requiring licensure and having direct, unsupervised contact with students.
2. Any individual licensed as a teacher, administrator, personnel specialist or school nurse shall be required to undergo a nationwide criminal records check and fingerprinting upon license renewal with the Teachers Standards and Practices Commission (TSPC).

~~Individuals applying for reinstatement of an Oregon license with the Teacher Standards and Practices Commission (TSPC) that has lapsed for more than three years shall also be required to undergo such checks a nationwide criminal records check and fingerprinting with TSPC.~~

~~Requirements, including applicable fees and the process for the collection and submission of fingerprints, etc., will generally be met by the individual as a part of the licensing process and in accordance with rules established by TSPC.~~

3. Any individual registering with the TSPC for student teaching, practicum or internship as a teacher, administrator or personnel specialist shall be required to undergo a nationwide criminal records check and fingerprinting with TSPC.
4. Any district contractor and its employees<sup>1</sup>, whether part-time or full time, or an employee of a district contractor, whether part-time or full-time, hired into a position having direct, unsupervised contact with students shall be required to undergo a nationwide criminal records check and fingerprinting.

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<sup>1</sup>A contractor's employees may not be required to submit to fingerprinting until the contractor has been offered a contract by the district.

The Superintendent will identify district contractors who are present on district property and regularly interact with students and are subject to such requirements.

5. Any contractor or an employee of the contractor who provides early childhood special education or early intervention services shall be required to undergo a nationwide criminal records check and fingerprinting with the ~~Human Resources Department~~ Oregon Department of Education (ODE), Child Care Division.
6. Any community college faculty member providing instruction at the site of an early childhood education program, or a school site as part of an early education program, or at a grade K through 12 school site during the regular school day, shall be required to undergo a nationwide criminal records check and fingerprinting.
7. Any individual who is an employee of a public charter school not requiring licensure shall be required to undergo a nationwide criminal records check and fingerprinting.
8. <sup>2</sup>Any person individual authorized by the district for volunteer service into a position having allowing direct, unsupervised contact with students will shall be required to undergo a criminal records check.
9. Any volunteer allowed to have direct, unsupervised contact with students, in a volunteer position identified in Board policy<sup>3</sup> by the district as requiring fingerprinting, shall be required to undergo a nationwide criminal records check and fingerprinting.

## Exceptions

~~An exception will be made to criminal records checks and fingerprinting if the district has on file evidence from a previous employer documenting a successfully completed Oregon and FBI criminal records check.~~

A newly hired employee is not subject to fingerprinting if the district has evidence on file that the newly hired employee was previously checked through an Oregon and a FBI criminal records check by a previous employer that was a school district.

Evidence of the prior check will be either a copy of the criminal records check or a written statement of verification from a supervisor or officer of the previous employer.

Furthermore:

1. ~~The Oregon Department of Education (ODE) or TSPC verification of a previous check shall be acceptable only in the event the district can demonstrate records are not otherwise available; and~~
2. ~~Additional~~ The district shall maintain evidence that the employee has not resided outside the state during the interval between the two periods of time working in the district shall be maintained.

## Notification

1. ~~A list of those positions subject to criminal records checks and fingerprinting will be maintained in the district office and available to the public upon request.~~

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<sup>2</sup>[If the district allows volunteers to have direct, unsupervised contact with students, districts are required to conduct criminal background checks on these volunteers. Choose the bracketed language options in 8, 9 and/or 10 of this policy that aligns with district practice. If the district allows volunteers to have direct, unsupervised contact with students the presented language is required. Align policy IICC – Volunteers with chosen language here. ]

<sup>3</sup> See policy GCDA/GDDA – Criminal Records Checks and Fingerprinting.

2. The district will provide the following notification to individuals subject to criminal records checks and/or fingerprinting of the following:
  - a. Such criminal records checks and/or fingerprinting are required by law and/or Board policy;
  - b. Any action resulting from these such checks that impact employment, contract, or volunteering may be appealed as a contested case;
  - c. All employment or contract offers or the ability to volunteer are contingent upon the results of such checks;
  - d. A refusal to consent to a required criminal records checks and/or fingerprinting or falsely stating on district employment application, contract or ODE fingerprint forms as to conviction of a crime shall result in immediate termination from employment, contract status or the ability to volunteer in the district.
  - e. An individual determined to have knowingly made a false statement as to the conviction of any crime on district employment applications, contracts, ODE forms or district volunteer forms (written or electronic) will result in immediate termination from employment or contract status;
  - f. An individual determined to have been convicted of any crime that would prohibit employment or contract will be immediately terminated from employment or contract status;
  - g. A volunteer candidate who knowingly made a false statement or has been convicted of any crime listed in ORS 342.143 will result in immediate termination from the ability to volunteer in the district. The district will remove the volunteer from the position allowing direct, unsupervised contact with students.
3. The district will provide the written notice described above through such means as employment applications, and contracts or volunteer forms.

### **Processing/ and Reporting Procedures**

1. Any individual subject to criminal records checks and/or fingerprinting shall, as part of the application process, complete the appropriate forms or requirements as provided approved by ODE (information available through the district).
2. Following acceptance of an offer of employment, the Criminal Verification of Applicants form for those not subject to fingerprinting will be sent to ODE for processing. A copy will be kept on file by the district in the individual's personnel file.
3. If the All individuals is subject to fingerprinting pursuant to state law, he/she will be are required to report within three working days to an authorized fingerprinter for fingerprinting as directed by the district.

Fingerprints may be collected by one of the following:

- a. Employing district staff;
  - b. Contracted agent of employing district; or
  - c. Local or state law enforcement agency.
4. The individuals subject to fingerprinting, shall be subject to fingerprinting only after acceptance of an offer of employment or contract.
5. The individual is responsible for obtaining two fingerprint cards from an Oregon school district, education service district, an Oregon-approved teacher education institution, ODE or TSPC.
6. The individual is responsible for submitting to the authorized finger printer two fingerprint cards and an 8 ½ x 11 or larger envelope with postage affixed and addressed to the district office.
7. To ensure the integrity of the fingerprinting collection and prevent any compromise of the process, the district will provide the name of the individual to be fingerprinted to the authorized fingerprinter and

~~require the individual submit a photo ID (driver's license or other) containing the individual's name and picture in order to verify the identity of the individual intended to be fingerprinted.~~

8. The authorized fingerprinter will return the fingerprint cards to the district in the envelope provided obtain the necessary identification and fingerprinting and notify ODE of the results. The Fingerprint Criminal History Verification form and fingerprint cards will be sent to the ODE. ODE will then notify the district of said results as well as the identity of any individual it believes has knowingly made a false statement, has knowingly made a false statement as to conviction of any crime or has a conviction of a crime prohibiting employment, contract or volunteering.
9. A copy of the form fingerprinting results will be kept in the employee's personnel file by the district.

### **Employment**

1. ~~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.~~

### **Fees**

1. ~~Fees associated with criminal records checks and/or fingerprinting for individuals currently employed by the district having direct, unsupervised contact with students and not requiring licensure shall be paid by the individual.~~
2. Fees associated with criminal records checks and/or fingerprinting for individuals applying for employment with the district and not requiring licensure, including contractors and their employees and volunteers shall be paid by the individual.
3. Fees are payable within three working days of beginning employment, volunteer service, or contract.
4. ~~Individuals~~ An individual offered employment in the district not requiring licensure may request that the amount of the fee be withheld from the employee's paycheck, including a periodic payroll deduction rather than a lump sum payment, in accordance with Oregon law. The district may withhold such fees only upon the request of the individual.
5. Fees associated with criminal records checks and/or fingerprinting for licensed individuals shall be paid by the individual. ~~or in accordance with collective bargaining agreements, as applicable.~~
6. Fees associated with a required fingerprinting for volunteers shall be paid by the individual.

### **Termination of Employment or Withdrawal of Employment/Contract Offer/Volunteer Status**

1. Any individual required to submit to a criminal records checks and/or fingerprinting in accordance with law and/or Board policy will be terminated from consideration as a district volunteer and employment or contract status or withdrawal of offer of employment or contract will be made by the superintendent immediately upon the following:
  - a. Refusal to consent to criminal records check and/or fingerprinting; or
  - b. Notification by from the Superintendent of Public Instruction or his/her designee or the State Board of Education that the employee has made a false statement as to conviction of a crime or conviction of a crimes prohibiting employment with the district as specified in by law.
2. Any individual required to submit to a criminal records check and/or fingerprinting in accordance with law will be terminated from employment or contract status, or withdrawal of offer of employment or contract will be made by the superintendent upon notification from the Superintendent of Public Instruction or designee that the employee has knowingly made a false statement as to the conviction of any crime.

3. Employment termination shall remove the individual from any district policies, collective bargaining provisions regarding dismissal procedures and appeals and the provisions of Accountability for Schools for the 21 Century Law.
4. Any volunteer who will be allowed to have direct, unsupervised contact with students that refuses to submit to a required, criminal records check to acquire or maintain such a volunteer status in the district in accordance with law and/or Board policy will be denied such ability to volunteer in the district.
5. If the district has been notified by the Superintendent of Public Instruction that an individual knowingly made a false statement or has a conviction of any crime listed in ORS 342.143 the individual will be denied the ability to volunteer.
6. Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form will be denied the ability to volunteer in the district.

### **Appeals**

~~An individual may appeal a determination which prevents his/her employment or eligibility to contract with the district will be directed to the Superintendent of Public Instruction. An individuals eligible to may~~ appeal a determination, that prevents employment or eligibility to contract with the district, to the Superintendent of Public Instruction as a contested case and will be ~~se~~ notified of such in writing by ODE.

A volunteer required to submit to a fingerprint-based criminal records check may appeal a determination that prevents the ability to volunteer with the district to the Superintendent of Public Instruction as a contested case, if the results of the background check were provided by ODE or ODE's vendor and will be notified of such in writing by ODE.