

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 district reserves the right to investigate any arrest record of any employee or job applicant who is working, or is actively seeking employment with the district.

The Board may require Oregon criminal records checks for individuals considered for use as volunteers for the district who have direct, unsupervised contact with students, as deemed appropriate by the superintendent.

The district shall begin the employment of an individual, use of a volunteer or terms of a district contractor 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 will not 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.**

Criminal records checks and fingerprinting fees as required by the Teacher Standards and Practices Commission shall be paid by the teacher. Fees as required for all other individuals subject to such checks and/or fingerprinting shall be paid by the individual. Temporary and substitute employees shall pay for fingerprinting at the time of collection.

Newly hired employees not requiring licensure may request that the required fees be withheld from the employee’s paycheck, and have those deductions spread over a maximum period of two months. 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):

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| ORS 181.525 | .413 - 183.470 | -1730 |
| ORS 181.539 | ORS 326.603 | OAR 584-036 |
| (5)(d)(D)(E)(F)(H)(I) | ORS 342.143 | |
| ORS 181.555 | ORS 342.223 - 342.232 | <u>SB46 (2009)</u> |
| ORS 183 | OAR 581-022 | |

(continued)

