

**FINGERPRINTING OF PROSPECTIVE SCHOOL EMPLOYEES  
AND OTHER SERVICE PROVIDERS**

Unless otherwise authorized in accordance with applicable law and/or regulation, the District shall not employ or engage an individual to perform a service involving direct contact with students under the age of 21 for a term greater than 5 days, unless the individual has first been granted appropriate clearance by the State Education Department (“SED”).

To obtain appropriate clearance, individuals who are not in the SED criminal history database must be fingerprinted by an authorized/designated fingerprinting entity, in order that a criminal history record check may be conducted. “Criminal history record” shall mean a record of all convictions of crimes and any pending criminal charges maintained on an individual by the Division of Criminal Justice Services (DCJS) and/or the Federal Bureau of Investigation (FBI). The District shall obtain an individual’s prior consent to the criminal history records search.

Unless otherwise exempted pursuant to law and/or regulation, each individual who must be fingerprinted is individually responsible for the payment of related fees to SED.

**Safety of Students**

The District will maintain internal building and/or program procedures related to the safety of students who have contact with an employee holding a legally sanctioned conditional appointment or emergency conditional appointment. Such procedures will address the safety of students in the classroom, students attending off-campus activities under the supervision of any such individuals, and students participating in extracurricular and/or co-curricular activities (including sports and athletic activities).

Adopted: April 23, 2014

Revised: December 20, 2017