

## **RSU #63**

- a. NEPN/NSBA Code:** GCF
- b. Title:** Criminal History and Records Checks
- c. Author:** Superintendent/Policy Committee
- d. Replaces Policy:** NEW
- e. Date Approved:** 04/25/2016 RSU #63
- f. Previously Approved:** NEW
- g. Policy Expiration:** Review as Needed
- h. Responsible for Review:** Superintendent, Principals, & Policy Committee
- i. Date Reviewed:** 04/04/2016 Superintendent  
04/04/2016 Policy Committee

**j. References:**

**Legal Reference: Maine DOE Informational Letter: 17,  
Dated 10/15/1999**

**20-A M.R.S.A. § 6103**

**RSU 63 Policy Cross Reference: IJOCA-Background Checks &  
Fingerprinting - Volunteers**

**k. Narrative:**

Criminal records checks are required for all school personnel in Maine. The process requires fingerprinting all personnel who are paid to work in Maine schools. The sole intent is to protect children.

- I.** Effective July 1, 2000, state and federal criminal record checks are required on all people applying for certification, authorization, or approval to work in a school, or the renewal of a certificate, authorization, or approval. This applies to the following positions:
  - A.** Teachers, educational specialists, and administrators;
  - B.** Ed techs;
  - C.** Substitutes, including those employed by an outside agency;
  - D.** Secretaries, including those employed in Central Office;
  - E.** Business managers and bookkeepers;
  - F.** Transportation staff, such mechanics, supervisors, and contracted & employed drivers;
  - G.** Custodial supervisors, and contracted & employed custodial staff;
  - H.** Maintenance supervisors, groundskeepers, electricians, plumbers, & carpenters;
  - I.** Food services supervisors, and contracted & employed staff;
  - J.** Coaches and student activity advisors;
  - K.** Speech therapists, psych examiners, psychologists, occupational & physical therapists, and other special education consultants, whether employed or contracted;
  - L.** Social workers;
  - M.** Substance abuse counselors;
  - N.** Tutors; and

**O.** Paid volunteer coordinators

**NOTE:** This list is not all-inclusive. Any questions regarding other individuals or positions should be directed to the Maine Department of Education (DOE), Coordinator of Certification, at (207) 287-5944.

**II.** The responsibility of following Maine DOE procedures and for the cost of the fingerprinting and background check belongs to the individual.

Information can be found at <http://www.maine.gov/doe/cert/fingerprinting/index.html> .

Each individual will supply the RSU 63 Superintendent with proof and the results of the DOE approved Criminal History and Background Check.

**A.** The DOE will notify the individual directly that certification, authorization, or approval is continued or ended. If it is continued, the certificate, authorization, or approval card will state this, as well as any restrictions.

**B.** The DOE will notify a Superintendent that certification/approval/authorization has been revoked at the same time the individual is notified. It is against the law for DOE to give a complete list of convictions for an individual to a Superintendent, School Board, or Principal.

**III.** Fingerprinting is not required for student teaching or to be a supervisor of student teachers as long as RSU 63 does not pay the individual a stipend.