

1 Great Falls School District

2  
3 **PERSONNEL**

5122

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5 Fingerprints and Criminal Background Investigations

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7 It is the policy and obligation of the District to provide a safe educational environment and protect  
8 students from harm while they are under the supervision and control of the District. In furtherance  
9 of this Policy and obligation, prior to allowing any individual to have any unsupervised contact  
10 with students while in school, at a school-sponsored activity, or in transit to a school-sponsored  
11 activity, the District shall require that any such individual, regardless of their employment status  
12 with the District;

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14 • Has completed a fingerprint-based national criminal history background check pursuant to  
15 the educator licensure policies of the Board of Public Education; or  
16 • a) has provided to the Montana Department of Justice information and material sufficient  
17 to obtain a fingerprint-based national criminal history background check; and  
18 b) the Trustees, the Superintendent of the District, or another individual designated by the  
19 Trustees has reviewed the results of the background check.  
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21 Based on the foregoing, the following-described categories of individuals will be required to  
22 undergo a fingerprint-based national history background check prior to having any unsupervised  
23 contact with student of the District:

- 24  
25 • Any individual seeking full-time, part-time, or supplemental employment with the District;  
26 • Any individual employed by a person or entity providing goods or services to the District  
27 under a written or oral contract or agreement when the individual will have any  
28 unsupervised contact with students;  
29 • Any individual approved to volunteer in the District, including chaperones, volunteer  
30 coaches, club advisors, and/or any other volunteer who will have any unsupervised contact  
31 with students; and  
32 • Substitute teachers.  
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34 Individuals who have not completed a fingerprint-based national criminal history background  
35 check or have not provided to the Montana Department of Justice information and material  
36 sufficient to obtain a fingerprint-based national criminal history background check that has been  
37 reviewed by the Trustees, Superintendent, or designee, may not have unsupervised contact with  
38 students.  
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40 The definitions set forth in Policy 3655 are applicable to this Policy. For rules and requirements  
41 specific to work experience/internship programs, see Policy 2600.  
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43 The requirement for an applicant for employment with the District or an individual seeking  
44 permission to volunteer in the District to submit to a fingerprint background check shall be in  
45 compliance with the Volunteers for Children Act of 1998 and applicable federal regulations. If an  
46 individual has any prior record of arrest or conviction by any local, state, or federal law

1 enforcement agency for an offense other than a minor traffic violation, the facts must be reviewed  
 2 by the Superintendent or designee, who shall decide whether the applicant or potential volunteer  
 3 shall be declared eligible for employment or approval as a volunteer in a manner consistent with  
 4 the expectations and standards set by the Board.

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 6 All Criminal History Record Information (CHRI) will be kept in a secure room in the Human  
 7 Resources Office for the length of employment. After separation of employment from Great Falls  
 8 Public Schools, CHRI will be maintained in a separate secure room for an additional ten (10) years  
 9 post-employment. All CHRI information will be destroyed by shredding conducted by authorized  
 10 personnel.

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 13 Cross Reference:

14 Policy 1000	Legal Status, Operation, and Organization
15 Policy 3655	Student Safety
16 Policy 5120	Hiring Process and Criteria
17 Policy 5121	Applicability of Personnel Policies
18 Policy 5122P	Fingerprint Background Handling Procedure
19 Policy 5122F	Applicant Right and Consent to Fingerprint
20 Policy 5430	Volunteers
21 Policy 5430F	Volunteer Agreement Form
22 Policy 8300	Risk Management
23 Policy 8301	District Safety

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 25 Legal Reference:

26 §20-3-323, MCA	District Policy and Record of Acts
27 §20-3-323, MCA	Powers and Duties
28 § 44-5-301, MCA	Dissemination of Public Criminal Justice Information
29 § 44-5-302, MCA	Dissemination of Criminal History Record Information That is Not Public Criminal Justice Information
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31 § 44-5-303, MCA	Dissemination of Confidential Criminal Justice Information
32 Public Law 105-251	Volunteers for Children Act
33 10.55.716, ARM	Substitute Teachers

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 35 Policy History:

36 Adopted on:	July 1, 2000
37 Revised on:	April 28, 2008
38 Revised on:	February 12, 2018
39 Revised on:	September 9, 2019
40 Revised on:	January 26, 2026