



OU Dental Hygiene Policy on Background Checks

As part of the dental hygiene curriculum, student requirements involve educational and/or service programs in state school systems and at offsite clinical rotations. Attendance is mandatory to meet course requirements.

In accordance with University policy, the Department of Dental Hygiene requires students to submit to annual sex offender and felony criminal background checks to comply with state laws regarding on-site provision of services at K-12 schools. Offsite clinical rotations may involve additional fingerprinting and background checks.

University of Oklahoma Health Sciences Center (OKC/OU-Tulsa) On-Site Provision of Services at K – 12 Schools Policy

Application of Policy

This policy applies to all employees, residents and students of the University of Oklahoma Health Sciences Center and OU-Tulsa who provide University sponsored services on K – 12 school premises. Faculty, staff, or students who volunteer to perform services unrelated to the business of the University to support humanitarian, charitable, or public service activities are not subject to this policy; but are subject to any policies and procedures regarding background checks established by the organization where they volunteer to provide services.

A. Purpose

1. Oklahoma state law prohibits entities that contract with or provide services to school districts from allowing any person to provide services on school premises if the person has been convicted of any sex offense, subject to the Oklahoma Sex Offenders Registration Act (or similar state or federal law), or any felony offense, within the past ten years. The entity providing services is legally responsible for compliance with this law.
2. This policy is intended to ensure the state law requirements for persons providing services on K-12 school premises are met, and the University provided on-site services meet their commitments.

EXHIBIT 2-3.4f

B. Statement of General Policy

1. It is the policy of the University of Oklahoma Health Sciences Center and OU-Tulsa that all employees, residents and students who provide on-site services on K – 12 school premises complete the University of Oklahoma Declaration Regarding Prohibition of Sex Offenders and Convicted Felons on School Premises form and have this background information verified prior to and as a condition of providing on-site services to schools. Faculty, staff, or students who volunteer to perform services unrelated to the business of the University to support humanitarian, charitable, or public service activities are not subject to this policy, but are subject to any policies and procedures regarding background checks established by the organization where they volunteer to provide services.
2. This policy applies to all employees, residents and students who provide any University sponsored on-site services to K – 12 schools. Individuals subject to this policy must notify Human Resources and their department if there is any change in their status regarding criminal or violent offender registry.
3. Declining to submit the declaration is grounds for not selecting or allowing an individual to participate in the services. Discovery of violations of University policies shall be handled in accordance with paragraph C, Sanctions for Violation. Appropriate action will be taken by the department in consultation with the applicable campus Human Resources office.
4. Providing on-site services may not begin until the University has received the Declaration and verified the information.

C. Sanctions for Violation

Violations of University policies, discovered after approval to provide services to include providing false or misleading information, will be handled in accordance with applicable University policies and procedures; providing for disciplinary actions up to and including termination of employment from the University. Violations by students or residents will be handled in accordance with University policies regarding standards of conduct.

D. Appeals

Individuals who are notified they are listed on the registries and will not be permitted to provide services on K – 12 premises may contact the appropriate Human Resources office to initiate an appeal.

Office Responsible for this Policy: Office of Human Resources

Effective Date: September 1, 2006