

**Port Orford-Langlois
School District 2CJ**

Code: **GCDA/GDDA**
Adopted: 4/12/94
Revised/Readopted: 6/8/04
Orig. Code(s): GCDA/GDDA

Criminal Records Checks/Fingerprinting

In a continuing effort to further ensure the safety and welfare of students and staff, the district shall require criminal history records and fingerprinting of employees and others having direct, unsupervised contact with students.

Direct, unsupervised contact means contact with students that provides the person opportunity and probability for personal communication or touch.

All licensed educators and those employees not requiring licensure hired into a position having direct unsupervised contact with students shall submit to a nationwide criminal history records check and fingerprinting. Licensed educators will comply with rules established by the Teacher Standards and Practices Commission (TSPC) while others will meet rules established by the Oregon Department of Education (ODE).

Criminal history records checks and/or fingerprinting fees as required by TSPC, ODE or by the district shall be paid by the individual. Newly hired employees not requiring licensure may request that the required fees be withheld from the employee's paycheck. Such fees may be deducted only upon the request of the individual.

The district may begin the employment of an individual on a probationary basis pending the return and disposition of such checks. Individuals refusing consent for a criminal history records check and/or fingerprinting shall be terminated from employment immediately. Fingerprint collection shall not take place prior to acceptance of an offer of employment or contract.

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 may be allowed to recertify with ODE.

The superintendent shall identify the positions requiring nationwide criminal history background checks and fingerprinting. Such criteria as job descriptions, district contracts and the likelihood for unsupervised personal communication or contact with students will be used. A list of these positions will be maintained in the district office and available to the public upon request.

END OF POLICY

Legal Reference(s):

[ORS 181.525](#)
[ORS 181.539 \(5\)\(d\)\(D\)\(E\)\(F\)\(H\)\(I\)](#)
[ORS 181.555](#)
[ORS 183.413 - 183.470](#)

[ORS 326.603](#)
[ORS 342.143](#)
[ORS 342.223 - 342.232](#)

[OAR 581-022-1730](#)
[OAR 584-036-0062](#)