

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

Code: **GCDA/GDDA**  
Adopted: 4/12/94  
Revised/Readopted: 6/08/04; 11/13/12; 11/16/15;  
4/18/16  
Orig. Code(s): GCDA/GDDA

**Criminal Records Checks/Fingerprinting**

All newly hired employees shall be required to submit to a nationwide criminal records check and fingerprinting. Individuals contracting with the district and their employees, who have direct, unsupervised contact with students, shall also be required to submit to a nationwide criminal records check and fingerprinting.

The Board may require an Oregon criminal history check for other individuals considered for volunteer service for the district who have direct, unsupervised contact with students.

The district shall not begin the employment of an individual or terms of a district contractor before the return and disposition of such criminal records check and/or fingerprinting. The service of a volunteer will not begin before the return and disposition of a criminal records check.

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 employed or contracted with, by the district. The district's use of criminal history must be relevant to the specific requirements of the position, services or employment.

Criminal records checks and fingerprinting fees as required by the Teacher Standards and Practices Commission shall be paid by the individual. Fees as required for all other individuals subject to such checks and/or fingerprinting shall be paid by the individual.

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 superintendent is directed to develop administrative regulations to meet the requirements of applicable Oregon Revised Statutes and Oregon Administrative Rules.

END OF POLICY

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**Legal Reference(s):**

[ORS 181.555](#)  
[ORS 326.603](#)  
[ORS 326.607](#)  
[ORS 336.631](#)

[ORS 342.143](#)  
[ORS 342.223](#)  
  
[OAR 414-061-0010](#)

[OAR 581-021-0500](#)  
[OAR 581-022-1730](#)  
[OAR 584-036-0062](#)

Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e, et. seq. (2012).

**Cross Reference(s):**

EEACA - School Bus Driver Examination and Training  
IICC - Volunteers