



THE SCHOOL DISTRICT OF PALM BEACH COUNTY, FLORIDA

ARTHUR C. JOHNSON, PH.D.
SUPERINTENDENT OF SCHOOLS

Nat Harrington, Chief Public Information Officer
DEPARTMENT OF PUBLIC AFFAIRS
OFFICE OF COMMUNITY INVOLVEMENT
3300 FOREST HILL BOULEVARD, SUITE B-257
WEST PALM BEACH, FLORIDA 33406
(561) 434-8771 FAX (561) 434-8814

www.PalmBeachSchools.org

Bulletin #P-11949-CAO/COO/CPIO

(Supersedes Bulletin #P-11779-FO/P revised August 5, 2005)

February 13, 2006

ACTION BY:
Revised Information

Contact Person:
Paul Williams
School Police Officer
PX-43880 (963-3880)

To: Principals and Department Heads

From: Joseph M. Moore, Chief Operating Officer
Ann Killets, Chief Academic Officer

Subject: FINGERPRINTING AND BACKGROUND CHECK GUIDELINES REVISED

Effective September 1, 2005, a new law involving District vendors and contracted volunteers went into effect. The new law, known as the Jessica Lunsford Act (HB 1877), requires all contracted individuals who are permitted access on school grounds when students are present, who will have direct contact with children or any student of the School District, or who will have access to or control of school funds to be fingerprinted and background checked. As you may be aware, this new law was passed in response to the tragic abduction and killing of Jessica Lunsford by a convicted sex offender.

All consultants and vendors who meet any of the above criteria shall be fingerprinted by the School District's Police Department providing level 2 FDLE and FBI screening fingerprinting. The School District's Police Department shall be the sole determiner of clearance. Once cleared, an individual will receive a School District picture badge, identifying that they have been cleared through the screening process with an expiration date by which they have to get this screening renewed.

All visitors are directed to sign in at the front office computer. All consultants and vendors who meet the above criteria must have a valid School District badge to enter the school and shall register as a visitor on the computer. Volunteers must be cleared as follows:

All volunteers, school-based and **contracted volunteers***, will be required to complete an application online at a school-site and will be screened through this software system by having his/her name searched against the sexual offender/predator database. There is no cost to the volunteer or the school as a result of this clearance. All volunteers who are cleared will be listed on this district-wide database so this process will only be required once per year.

* This only applies to contracted volunteers whose sole contracted purpose is related to volunteer services, this includes but is not limited to contracted volunteers from Foster Grandparents, Junior Achievement, Take Stock In Children, The America Reads Challenge, Listen to Children, etc. However, if a volunteer had contracted with the district for some other reason unrelated to their duties as a volunteer, they must be fingerprinted to come on campus or have direct contact with students for purposes related to the contract. *Referenced The Florida Department of Education's Technical Assistance Paper – Jessica Lunsford Act, page 6, item number 4.*
Note: An employee of the contracted volunteer organization, however, must be fingerprinted if they come on campus or have direct contact with students.

A copy of the letter sent to vendors is attached. Please use this for any vendors who you directly contract with at your school.

In addition, all School District new hires must be fingerprinted and background checked to include, but not limited to, the following:

- Administrators
- Teachers
- Substitute Teachers
- Temporary Employees
- Non-Instructional Employees
- Charter School Employees

Additionally, effective July 1, 2005, temporary employees, to include School Age Child Care, must be fingerprinted and pay \$84 at the time of fingerprinting (temporary employees are not eligible for payroll deduction at this time). Please advise all temporary employees of this requirement when processing for employment.

Frequently asked questions about vendor and volunteer clearance:

- 1) How long will it take to get cleared after being fingerprinted?
Answer: It will take approximately 5 working days.
- 2) How long will the clearance be good for and what happens then?
Answer: Clearance will be for approximately 1 year. After that, vendor representatives who meet the criteria will have to be re-cleared. Prior to the expiration date on the identification, individuals who re-apply at the School Police Department's office will only be charged a renewal fee. Otherwise, the full fee will have to be paid.

- 3) What does it cost to get fingerprinted and cleared?
Answer: Currently, Fingerprinting costs \$84.00 and \$6.00 each year thereafter for re-check. In addition, once every 5 years the renewal fee is \$23.00. Vendors who have contracts awarded prior to September 1, 2005 that did not include the new requirements will not have to pay for the initial fingerprinting fee.
- 4) Do Athletic Officials have to be fingerprinted and cleared?
Answer: Yes, all Athletic Officials must be cleared. They must be fingerprinted and cleared if they are paid. Athletic Officials who are not under contract or paid fall into the volunteer category and need to follow the volunteer program process to obtain clearance.
- 5) Will vendors who drop ship goods to a school or deliver through UPS, Federal Express, or other delivery service have to be fingerprinted and cleared?
Answer: No.
- 6) Will vendors who work outside such as our lawn maintenance crews have to be fingerprinted and cleared?
Answer: Yes, if they are there when students are on campus.
- 7) Do we have to fingerprint when we lease out space?
Answer: No.
- 8) Do these same rules apply to night school?
Answer: Yes.
- 9) What happens if a consultant is coming from out of town?
Answer: Special accommodations may be made for out of town consultants to get cleared by the School District Police Department.
- 10) Will vendors who fix our copier machines have to be fingerprinted and cleared?
Answer: Yes.
- 11) Will vendors who replace our air conditioner filters have to be fingerprinted and cleared?
Answer: Yes.
- 12) Will contractors and other vendors working in designated construction areas (~~except behind fences~~) on a school campus have to be fingerprinted and cleared?
Answer: Yes, if there are students on the same campus.
- 13) Will vendors cleared by other school districts have to also be cleared by the School District of Palm Beach County?

Answer: The School District does not have the capability to share fingerprint information with other school districts in Florida at this time. ~~No, however, they will have to provide documentation that they have been cleared and they will need to obtain a photo ID from the School District of Palm Beach County.~~

14) Are parents and guardians required to be fingerprinted and cleared?

Answer: No, however, if the parent or guardian is a volunteer or vendor working for the District, they must be cleared as stated above.


15) Are SAC and PTA members required to be fingerprinted and cleared?

Answer: They are considered volunteers and will need to go through the computerized clearance process.

ACJ:JMM:AK:NH:jac

Attachment (vendor letter)

Approved:



Arthur C. Johnson, Ph.D.
Superintendent