

CHARLOTTE COUNTY PUBLIC SCHOOLS CRIMINAL BACKGROUND CHECK PROCEDURES

The Jessica Lunsford Act prohibits persons convicted of certain crimes from accessing school grounds. Any person seeking access to school grounds who is not a member of that school's staff or administration must report to the office, sign in, and be cleared for entrance by the school staff. To comply with the Jessica Lunsford Act, all non-instructional contractors seeking access to school grounds must submit to either a criminal history background check via a fingerprint screen against state and federal fingerprint databases (Level II Screening) or a name check against state and federal sexual offender/predator registries (Sexual Predator/Offender Checks). The following chart may assist school employees in determining the level of screening necessary to obtain access to the school.

Sexual Predator/Offender Checks may be conducted via your Raptor system or at WWW.Offender.FDLE.STATE.US or WWW.NSOPR.GOV

School administrators should regularly check the sexual predator database to identify persons whose access to the school or school activities should be limited and/or supervised, and to be aware of sexual predators in the school zone.

Level II Screening must be done by Charlotte County Public School Human Resources Department. The \$100.00 cost of screening is due from the contractor and payable by money order to Charlotte County Public Schools at the time of fingerprinting. Individuals who pass the screening will be issued a "Level II Lunsford Card". The cost to renew the Level II Lunsford Card is \$20.00. The card must be renewed every year.

Persons exempt from Level II Screening on the basis that they will be in the direct line of sight of a district employee or contractor who has Level II clearance may apply for a "1012.468 Clearance Lunsford Card". The application may be obtained from CCPS HR Department or at www.YourCharlotteSchools.net. If the applicant is not listed as a Sexual Predator/Offender in the Florida or federal databases, then a "1012.468 Clearance Lunsford Card" will be issued. The cost of the "1012.468 Clearance Lunsford Card" is \$20.00 and is valid for current school year only.

| WHO | DESCRIPTION | REQUIREMENTS | COMMENTS | HOW MONITORED |
|---|--|--|--|---|
| Americorps, Foster Grandparents, Work Study Students, Big Brothers/Big Sisters, Take Stock in Children and other groups covered by inter-agency agreements | Persons allowed unsupervised contact with students | Level I | Level II cost is paid for by grant, agency or CCPS directly or indirectly pursuant to the Agreement. | Sign in and present a current CCPS issued Level 2 Lunsford Card or Agency ID which must be worn at all times while on school grounds |
| Children and Family Services | Case Workers in course of duties may access the school or students as provided by law. | EXEMPT | Subject to Level II screening prior to employment | SHOW BADGE OR EMPLOYEE ID; Sign In |
| College and Military Recruiters | College and military representatives and recruiters coordinated with guidance staff | Sexual Predator/Offender Checks | Must sign in as volunteers and be supervised while on site. | A volunteer form must be completed and a photo ID presented. Schools should perform the check via Raptor before allowing access to students if their name is not already on the CCPS volunteer list. School-issued ID badge must be worn at all times. A military ID is sufficient for military recruiters. |

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| Contracted and PTSA Agreements for Services to Students | Individuals who are providing direct services to students, including outside service providers hired by parents and approved by the district and after- school activities providers who are conducting activities with students over a period of time. | Level II | | Sign in and present a current CCPS issued Level II Lunsford Card which must be worn at all times while on school grounds. |
| Contractors in a separated construction/ renovation area | Students may not be permitted in the area and area must be separated from remainder of school grounds by a fence. | Sexual Predator/ Offender Checks | THIS IS AN <u>EXEMPTION</u> TO GENERAL RULE REQUIRING LEVEL II SCREENING FOR CONTRACTORS/ VENDORS | A current "1012.468 Clearance Lunsford Card" which must be worn at all times while on school grounds may be shown in lieu of daily sexual predator/offender checks <u>OR</u> School ID via Raptor. |
| Contractors, Vendors or Consultants under Direct Line of Sight of District Employee or Contractor with Level II Clearance | Contractor must remain at all times in direct line of sight of District employee or contractor who has Level 2 clearance | Sexual Predator/ Offender Checks | THIS IS AN <u>EXEMPTION</u> TO GENERAL RULE REQUIRING LEVEL II SCREENING FOR CONTRACTORS/VENDORS | A current "1012.468 Clearance Lunsford Card" which must be worn at all times while on school grounds may be shown in lieu of daily sexual predator/offender checks <u>OR</u> School ID via Raptor. |
| Construction Contractors/ Other Vendors not qualifying for an exemptions | Employees of contractors and subcontractors who are on school sites when students are present. "Sites" include schools, athletic complexes or ancillary locations where students are | Level II | APPLICABLE WHERE NO EXEMPTION APPLIES. | A current CCPS issued Level II Lunsford Card which must be worn at all times while on "site". |

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| Delivery Persons | <p>scheduled to be.</p> <p>Contractors who provide pick-up or delivery services involving brief visits on school grounds when students are present.</p> | Sexual Predator/ Offender Checks | <p>THIS IS AN <u>EXEMPTION TO GENERAL RULE REQUIRING LEVEL II SCREENING FOR CONTRACTORS/VENDORS</u></p> <p><u>At no time should delivery persons be allowed access to student areas.</u></p> | <p>Delivery persons should immediately report to the school or site office, reception area or loading area. If access is required to other areas in the building, they must be accompanied by a staff member with Level II clearance. Delivery persons in commercial vehicles may bring items to the front office or food service areas of a school site. School ID via Raptor.</p> |
| District Employees from other schools or administration offices | | Level II | | <p>A current CCPS employee badge which must be worn at all times while on school grounds.</p> |
| Employees or Medical Directors of Ambulance Providers | <p>Dispatched to schools to provide emergency medical services</p> | EXEMPT | <p>Subject to Level II screening prior to employment</p> | <p>SHOW BADGE OR EMPLOYEE ID</p> |
| Interns, Practicum Students, Students Observing with Participation | <p>Student from any program (including non-college of education students) who will be having direct contact and instructional experiences with CCPS students. Students will obtain a form from the university clinical education office and pay costs.</p> | Level II | | <p>Sign in and present a current CCPS issued Level II Lunsford Card which must be worn at all times while on school grounds.</p> |

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| Mentors | Persons registered as mentor who has a regular scheduled time with a student. Person allowed unsupervised visit with student. | Level II | Level II is paid for by present agency. | A current CCPS picture ID will be required to be shown at sign-in. Must be on the CCPS volunteer mentor list. School issued ID card must be visibly worn at all times. CCPS will conduct Level II check. Mentor forms available from the CCPS Volunteer Office. |
| Parents/Guardians | Parents, guardians or other relatives of students who are volunteering time in the classroom helping teachers and students, monitoring student lunches, going on field trips, carpooling, attending class performances, or delivering lunch | Sexual Predator/ Offender Checks | | School ID via Raptor |
| Referees and Sports Officials | Referees and Sports Officials must remain in the direct line of sight of district employee or contractor who has Level II clearance. | Sexual Predator/ Offender checks | | A current CCPS issued "1012.468 Clearance Lunsford Card" which must be worn at all times while on school sites OR School ID via Raptor. |
| School Resource Officers/ Law Enforcement | Officer or Worker must be assigned or dispatched to the school by his or her employer | EXEMPT | Subject to Level II screening prior to employment | SHOW BADGE OR EMPLOYEE ID; Sign In |

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| Students Observing without Participation | University or college students observing without active involvement with CCPS students or providing any instruction | Sexual Predator/Offender Checks | Observation students must be covered by a signed agreement describing their responsibilities and expectations while at the school or will be sent back to the university or college. | A verification of enrollment in observation program and current ID will be required to be shown at sign-in. School ID via Raptor will be issued. |
| Tutors | Persons registered as volunteer who have regular time in a school, helping in a classroom directly under the supervision of a teacher, or otherwise assisting students, but not providing direct instruction or other services; no data collection beyond sign-in hours. | Sexual Predator/Offender Checks | | A volunteer form must be completed or they are on the CCPS volunteer list and a picture ID shown at sign-in. Volunteer Office or school volunteer coordinator will conduct check via Raptor and forward form to Volunteer Office. Forms are available from the school, university, CCPS Volunteer Office or on-line. |
| University Supervisors and Faculty | University staff supervising interns or practicum students who are teaching, testing students or conducting other research activities | Level II | Level II is paid by faculty member or university. | An interagency agreement with universities and colleges may list cleared individuals. A current clearance card and picture ID is required at sign-in. A clearance card or school issued ID must be visibly worn at all times. |

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| Utility Workers | Meter readers and utility repairpersons | Sexual Predator Check or Level II per Agreement | Must give prior notice to the site administrator. Where necessary, agreements will be made with agencies and companies regarding background checks. | Utility workers must have official company picture ID and may not enter areas where students are present without being accompanied by a staff member with Level II clearance, unless Level II background check has been conducted. School ID via Raptor |
| Visitors | Guests, dignitaries, invited speakers, prospective students or employees and other one time visitors | Sexual Predator/Offender Checks | | Photo ID required; visitors should sign in, receive a visitor's badge via Raptor, and be accompanied to the appropriate building or classroom by staff member with Level 2 clearance and not left alone with students. |

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| <p>Volunteer</p> | <p>Persons registered as a volunteer; has varied times in a school; may be performing a variety of clerical or assistance tasks assigned by teacher or program director, coaching or assisting with co-curricular activity;</p> | <p>Sexual Predator/Offender Checks</p> | <p>Volunteer Office or school volunteer coordinator will conduct check and forward form to Volunteer Office. Forms are available from the school, university, CCPS Volunteer Office or on line.</p> | <p>Must show photo ID and sign-in and either complete a volunteer form or be listed on CCPS volunteer lists., and be issued School ID via Raptor. Must always under the supervision of the teacher or staff member; no direct instruction or time unsupervised with an individual student.</p> |