

### **Security Clearance for Teaching on Public School Grounds**

The Jessica Lunsford Act was passed by the 2005 Florida Legislature and signed into law by Governor Bush following the assault and murder of Jessica Lunsford in Homosassa Springs, Florida.

Amended Statute

Section 1012.465, F.S., now states (amendments underlined):

(1) Noninstructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet Level 2 screening requirements as described in s. 1012.32, F.S. Contractual Personnel shall include any vendor, individual, or entity under contract with the school board.

Applicability to Community College Dual Enrollment and Classes taught on School District Grounds

This Act is applicable to a number of our community colleges by virtue of charter schools, collegiate high schools, or other special programs. However, it also has come to our attention that the background screening requirement applies to those community college faculty who teach courses taught a public high school campus by virtue of their status as instructional personnel. This requirement is consistent with statutory requirements for background screening of all instructional, noninstructional, and contract personnel by school districts.

#### **Implementation**

Only those community college faculty who teach courses at a public high school campus are required to undergo background screening conducted by the school district. The community college is responsible for ensuring that all such employees have been screened by the school district prior to their assignment.

Although school districts cannot make decisions related to the employment of community college instructional staff, they can use the results of background screening to prohibit such personnel from teaching on a public high school campus.

#### **Procedure at Palm Beach Community College to be in compliance with FS 1012.465:**

1. Deans and/or associate deans will identify faculty who are teaching on public high school grounds. This includes:
    - A. PBCC employed full-time or adjunct faculty teaching dual enrollment courses held at a Palm Beach County School District school.
    - B. PBCC employed full-time or adjunct faculty teaching regular college courses (non-dual enrollment) at a Palm Beach County School District school.
- If the person teaching a dual enrollment course is a Palm Beach County School District employee, they would have security clearance through their employment with the district.

2. Once the personnel are identified, each person will be required to obtain security clearance through the School District of Palm Beach County process. The School District will not accept security clearance conducted by other agencies.

### **3. Obtain Security Clearance through the following steps:**

#### **STEP 1 – Complete Background Information Check Form**

Complete two copies of the Background Information Form by writing in and/or typing in the required information. Make sure to include a social security number.

This form can be downloaded from

[http://www.pbcc.edu/documents/Academic\\_Services/background.pdf](http://www.pbcc.edu/documents/Academic_Services/background.pdf)

**Be sure to sign and date the forms.**

#### **STEP 2 – Complete Security Check Form**

Complete two copies of the Applicant Security Check form. Please read the directions carefully - failure to fully disclose information will result in problems processing the form or denial of placement. Make sure to include your social security number on the form or the School Police Office will not proceed with the clearance.

This form can be downloaded from

[http://www.pbcc.edu/documents/Academic\\_Services/security\\_check\\_form.pdf](http://www.pbcc.edu/documents/Academic_Services/security_check_form.pdf)

Be sure to sign and date the forms.

#### **STEP 3 - Travel to the School District Administrative Offices**

The School District of Palm Beach County is in the Fulton Holland Educational Center at 3300 Forest Hill Blvd., West Palm Beach.

Bring the following four items to the School District Administrative Center:

- Two completed and signed Background Information check forms
- Two completed and signed Applicant Security Check forms
- Valid government-issued picture ID (such as a driver's license, Florida Identification card or passport)
- Money order in the amount of \$84.00.
- Checks, cash or credit cards are NOT accepted.

#### **STEP 4 – Fingerprinting/Photograph at the School District**

Upon arrival at the School District offices, enter through the front doors and sign-in with the receptionist where you will receive a visitor's pass. The receptionist will give you directions to the School Police Office.

The School Police Office will obtain fingerprints from you and will give you back one set of stamped copies. Retain the set of stamp copies for your records. Your picture will be taken for your Photo Identification badge.

### **STEP 5 - Police Clearance**

The School Police Office will notify the applicant of the fingerprint and background check results. If clearance is obtained, your photo identification badge will be delivered to PBCC and given to you by your associate dean.

### **STEP 6 - Reimbursement of Fees**

Due to School District regulations, only a money order is accepted as a form of payment. The employee will need to obtain a money order for \$84.00 and be reimbursed by the college. This procedure will involve completing a purchase requisition form. On the form, the proper account number to use would be the org unit/qualifier/location of the course the person is teaching and the general ledger code of 64501, Other Services. The vendor is the employee. The original receipt should be attached to the purchase requisition form. The form should be submitted to the Controller's office for payment.

Reimbursement for mileage will involve completing a leave form and a request for reimbursement form. Use the same org unit/qualifier/location as you would for the purchase requisition and the general ledger code of 60501, In-County Travel. If you do not have money in these accounts, the money will be covered through college.

### **IMPORTANT NOTES:**

- The 90 Day Rule - PBCC employees who have been previously fingerprinted and who have been approved can remain in active status providing they maintain continuous employment with PBCC. If the break is longer than 90 days, the employee will have to begin the process again and pay for new finger prints. State Law Statute Chapter 1012.56.
- The \$84.00 fee is paid to the School District of Palm Beach County through a money order only. Palm Beach Community College does not receive any proceeds from these fees.

### **Directions to the School District of Palm Beach County Offices**

The Palm Beach School District (SDPBC)

Fulton-Holland Education Center

3372 Forest Hill Blvd., West Palm Beach, FL 33406

- The Administration Center is located on Forest Hill Boulevard west of 1-95.
- Exit 1-95 (Forest Hill Blvd. exit)
- Proceed west past Congress Avenue
- The School District of Palm Beach County, Fulton-Holland Educational Services Center is located on the south side of Forest Hill Blvd.
- Park in areas designated for visitors.
- Enter through the front doors and sign in with the receptionist. You will receive a "Visitor's Pass" to wear in the building.
- The receptionist will give you directions to the School Police office for fingerprinting.

Fingerprinting Hours:

Monday, Tuesday and Thursday

8:00 A.M. - 11:30 A.M.  
1:00 P.M. - 3:30 P.M.  
Wednesday and Friday  
1:00 P.M. - 3:30 P.M.