

CHAPTER 3.00 - SCHOOL ADMINISTRATION

BACKGROUND SCREENING/SOCIAL SECURITY NUMBERS FOR CONTRACTORS/VENDORS

3.68+

- (1) Background Screening
 - (a) 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 background screening requirements as described in Florida Statutes. Contractual personnel shall include any vendor, individual or entity under contract with a school or the School Board. Each vendor, individual contractor or employee of a contractor as described in this section must provide verification that he/she has met the background screening requirements prior to accessing a school campus and provide evidence of compliance with Florida Statute Section 448.095 (evidence may consist of, but is not limited to, providing notice of Contractor's E-Verify number).
 - (b) An employee or contractor of an employer who offers a high school student internship(s) must meet background screening requirements if he/she has direct, unsupervised access to the student intern(s).
 - (c) The District shall issue a state identification badge that is valid for five (5) years to a contractor who meets level 2 screening requirements. The recipient of the badge shall be responsible for paying a fee established by the Department of Education. The badge shall bear the picture of the contractor and must be visible at all times the contractor is on school grounds.
 - (d) The District shall recognize the uniform statewide identification badge that has been issued by another school district.
 - (e) A non-instructional contractor who has been convicted of any disqualifying offense, as defined in Florida Statutes, shall not have access to school grounds when students are present.
 - (f) Contractual personnel must also meet the background screening requirements every five (5) years following entry into a contract. If the fingerprints of an individual under contract with the School Board have not been retained by the Florida Department of Law Enforcement, the individual must submit a complete set of fingerprints to the District.

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- (g) Each person under contract as described in sections (1)(a)(b) must agree to inform the party with whom he/she is under contract within forty-eight (48) hours if convicted of any disqualifying offense while under contract. The individual shall also be responsible for returning the badge within forty-eight (48) hours to the district that issued the badge. If it is found that a person under contract does not meet the background requirements, the individual shall be immediately suspended from working in a contractual position and shall remain suspended until final resolution of any appeals. A person who is working with an intern will not be allowed to continue in an unsupervised situation.
- (h) The following non-instructional contractors shall be exempt from background screening:
 - i. A contractor who is under direct, line of sight supervision of a District employee or contractor who has met background screening requirements;
 - ii. A contractor who is required by law to undergo background screening for licensure, certification, employment, or other purpose and provides appropriate documentation;
 - iii. A law enforcement officer who is assigned or dispatched to school grounds;
 - iv. An employee or medical director of a licensed ambulance provider who is providing services;
 - v. A contractor at a site where students are not permitted and a six (6) foot chain link fence separates the work site from the remainder of the school grounds; or
 - vi. A contractor who provides pickup or delivery services that involve brief visits to school grounds when students are present.
- (i) A non-instructional contractor, as described in section (1)(h), who is exempt from background screening shall be subject to a search of the registry of sexual offenders and sexual predators maintained by the Florida Department of Law Enforcement and the National Sex Offender Public Registry maintained by the U.S. Department of Justice. The District shall conduct the registry

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search without charge to the contractor. If a contractor is identified as a sexual predator or offender and not allowed on school grounds, the District shall notify the vendor, individual or entity under contract within three (3) business days.

- (j) All expenses associated with background screening will be the responsibility of contracted personnel.
- (k) The Superintendent shall develop procedures to implement this policy.

(2) Social Security Numbers

Collection

- (a) Social security numbers shall be collected only when allowed by law or when necessary for the performance of the school system's duties.
- (b) The District shall collect the social security number of each vendor/contractor for the following reasons:
 - (i) Identification and verification;
 - (ii) Benefit processing;
 - (iii) Data collection;
 - (iv) Tax reporting;
 - (v) Criminal background checks.
- (c) The District may also use the social security number for search purposes.

Notification

The District shall notify each vendor/contractor the reasons for which his/her social security number may be collected. Such notification shall include the specific law governing the collection, use or release of a social security number and whether the collection of social security numbers is authorized or mandatory under law.

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Review

The Superintendent shall review the collection of social security numbers to ensure that the reasons for collection and the process for collection and maintenance are consistent with Florida Statutes. The Superintendent shall report his/her findings as required by law.

Confidentiality

A social security number shall be considered confidential and exempt from public inspection in accordance with Florida Statutes. Social security numbers may be disclosed to another agency or governmental entity if it is necessary for receiving entity to perform its responsibilities.

Release to Commercial Entities

- (a) Social security numbers may be released to a commercial entity as allowed by law. The commercial entity must state the reason for requesting the social security numbers.
- (b) The District, as required by law, shall annually report the identity of all commercial entities that have requested social security numbers during the preceding year and the reasons for the requests. If no requests have been received during the preceding year, the District shall report that information.

STATUTORY AUTHORITY:

1001.41, 1001.42, F.S.

LAW(S) IMPLEMENTED:

119.071, 1001.43, 1003.496, 1012.32, 1012.465,
1012.467, 1012.468, F.S.

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