

**CRIMINAL BACKGROUND CHECK****Date: December 13, 2004**

A criminal record check will be conducted at or prior to employment on every person who is employed by the Lee County Board of Education for the first time to fill either a full-time or part-time certified or classified position with this School District. For this purpose, the applicant shall be fingerprinted as required by state law.

Subsequent criminal record checks will be conducted on all personnel in accordance with state laws, state board rules, and rules of the Professional Standards Commission. All certified personnel whose employment is continued with this School District shall have a criminal record check made upon any certificate renewal application to the Professional Standards Commission. All classified employees whose employment is continued with this School District shall have subsequent criminal record checks on a periodic basis, not to exceed every five years, using procedures and schedules to be determined by the Superintendent or his designee.

For this purpose, the employee either shall be fingerprinted or shall provide a signed and notarized consent on a form designated by the School District, including the employee's full name, address, social security number and date of birth, based upon the requirement of state law or applicable rule.

Each person employed for the first time to fill a certificated position with the School District shall be issued a temporary contract which shall expire on the date the criminal record check has been received by the School District and the Superintendent or designee has notified the employee in writing that the criminal record check has been received or after 200 calendar days, whichever shall occur first. If the criminal record check reflects that the employee has not been arrested, charged, pled guilty or no contest, or been convicted of any criminal offense other than a minor traffic violation, the Superintendent shall have the authority without further authorization from the Board to sign on behalf of the Board a standard employment contract with the conditions of employment and the assignment of the employee as previously approved by Board.

In the event the criminal record check reflects the employee has been charged with, pled to or been convicted of an offense other than a minor traffic violation, the Superintendent shall bring the matter to the Board of Education at its next meeting or sooner, if warranted, for a decision. If the Superintendent elects, the employee may continue in the employment of the School District pending final Board decision.

The cost of such record checks for all personnel shall be paid by the school system.

The Superintendent shall establish such procedures, fees and regulations needed to administer this policy.