

## **Procedure Companion to Calhoun County School Board Policy 6.29**

### **The FDOE Disqualification List (6A-10.084, F.A.C)**

The Disqualification List is provided by the Florida Department of Education and will include all educational support employees, instructional personnel and administrative personnel who resign, are terminated, or resign in lieu of termination for sexual misconduct with a student.

The Disqualification List will serve as an employment screening resource for the school district along with the Florida Department of Education Teacher Certification Database.

#### **Searching FDOE Disqualification Database**

1. Beginning June 1, 2022, the Human Resource Department will search the DOE Disqualifications Database for each new teacher, administrator, health aide and paraprofessional prior to the employment offer to determine if the individual is included on the list.
2. Documentation of the results of the search will be included with the Employee Onboarding documentation.

#### **Reporting Covered Employees to the List**

1. Human Resources has the responsibility to report persons for inclusion on the Disqualification List. The following will be reported
  - Employees who have engaged in sexual misconduct with a student;
  - Employees who have a qualifying disposition for an offense listed in s. 1012.315, F.S.; or
  - An individual whose authority to own or operate a private school in this state has been permanently denied or revoked.
2. The District is required to provide written notice to any person submitted for inclusion on the Disqualification List of the following statement:

ANY PERSON ON THE DISQUALIFICATION LIST MAINTAINED BY THE FLORIDA DEPARTMENT OF EDUCATION UNDER SECTION 1001.10(4), F.S., MAY NOT SERVE OR APPLY TO SERVE AS AN EMPLOYEE OR CONTRACTED PERSONNEL AT A PUBLIC SCHOOL OR PRIVATE SCHOOL THAT PARTICIPATES IN A STATE SCHOLARSHIP PROGRAM UNDER CHAPTER 1002, F.S. A PERSON WHO KNOWINGLY VIOLATES THIS PROVISION COMMITS A FELONY OF THE THIRD DEGREE, PUNISHABLE AS PROVIDED IN SECTION 775.082, F.S., OR SECTION 775.083, F.S.

#### **Parental Notification**

1. Notwithstanding the provisions of s. 985.04(7) or any other law to the contrary, a law enforcement agency shall, within 48 hours, notify the appropriate district school superintendent, charter school governing board, private school owner or administrator, president of the Florida School for the Deaf and the Blind, or university lab schools

director or principal, as applicable, when its employee is arrested for a felony or a misdemeanor involving the abuse of a minor child or the sale or possession of a controlled substance. The notification shall include the specific charge for which the employee of the school district was arrested. (Section 1012.797, F.S.)

2. Notwithstanding ss. 1012.31(3)(a)1. and 1012.796(4), within 24 hours after such notification, the school principal or designee shall notify parents of enrolled students who had direct contact with the employee and include, at a minimum, the name, and specific charges against the employee.”
3. Principals will keep records of the notifications for future reference with the following information, at a minimum: the name of employee, the charge(s), who was notified, the date of notification and the format of distribution. The principal will forward a copy of the documentation to the Assistant Superintendent. Notification will be sent via Parent Square.