Background Check Policy

Lake Highland Preparatory School’s mission of creating “an atmosphere of love, concern, and mutual respect” provides a foundational rationale for our policy to check the backgrounds of persons who come in contact with our students. Our students’ safety and development are our primary concern and responsibility.

Employees
All LHPS employees (including substitute teachers, coaches, and private music instructors) must have background checks including fingerprinting and drug testing on or before the day of hiring and every five years after hiring.

Campus Visitors
LHPS Security personnel will enter the driver’s license of every adult visitor to our campus during school hours for completion of a Visitor Check, as defined below.

Vendors
All vendors and persons working on our campus who have unsupervised access to students must have a background check, a Visitor Check and fingerprinting. Contracted workers supplied by a vendor must have a background check and fingerprinting on file with their employer, verified by the employer and provided to LHPS.

Adult Chaperones for School-Sponsored Day and Overnight Trips
All adult chaperones and attendees for school-sponsored day and overnight trips must complete fingerprinting.

Parent Volunteers
- Adult volunteers for LHPS who have regular contact or unsupervised contact with students must complete fingerprinting.
- Adult volunteers for LHPS who do NOT have regular or unsupervised contact with students are not required to undergo background checks or fingerprinting, although if they wish to submit to both, LHPS will process the checks.

Process
Background Checks and Fingerprinting are processed and coordinated by the LHPS Human Resources Department using confidential and secure procedures.

Definitions
- Visitor Check – searches the National Sex Offender Public Website (NSOPW); provides access to sex offender data nationwide. This is a static check and is re-run at each visit.

LHPS reserves the right to modify this policy at any time without notice.
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• **Background Check** – searches aggregate data from a federation of databases (for example, but not limited to, multi-state criminal & sex offender databases, targeted county level records, aliases). Re-run as defined by governing agencies and as needed.

• **Fingerprinting** – searches data accessed via the Florida Department of Children and Families (DCF) Clearinghouse, a single data source administered by the Agency for Health Care Administration, FBI, and FDLE data sources. This is a responsive system that notifies LHPS of activity after the fingerprint is processed with more up-to-date information. The fingerprinting period is good for 5 years, with reprocessing after 5 years from the original date of fingerprinting. At present, there is no need to be re-fingerprinted within 10 years of the initial fingerprinting (subject to change).

  ▪ **NOTE:** Physicians and health care professionals MAY not need to be fingerprinted by LHPS because they have current checks required for their professions and industry. Please contact LHPS Human Resources to provide identifying information, and they will search the DCF Clearinghouse. If they discover the clearinghouse has a current match, the fingerprinting process is accepted as complete.

**Summary**
Thank you for graciously supporting our background check policy. Working together, we can provide our students the safe, nurturing and secure environment they deserve as they grow and develop into wonderful young adults.