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**CRIMINAL RECORD INFORMATION
ALL APPLICANTS PLEASE READ VERY CAREFULLY**

Pursuant to Florida Statute 1012.32 and as part of your employment record, you will be fingerprinted and a criminal history check will be conducted. A prior criminal record may or may not result in your disqualification for employment, but a failure to disclose your record on this application WILL disqualify you from employment. You must list on your application for employment **all** adult and juvenile misdemeanors, felonies or other criminal offenses other than non-criminal traffic violations. **(DUI and reckless driving are criminal offenses, not simply non-criminal traffic violations.)**

In Florida, the **entire arrest record** is revealed to school districts by the Florida Department of Law Enforcement and the FBI when fingerprints are supplied, including "sealed records," "expunged records," and "military court proceedings." (Factors such as age at the time of the offense, type of offense, remoteness of the offense in time and rehabilitation will be taken into account in determining effect on suitability for employment.)

IMPORTANT NOTICE

In addition, if you have a prior criminal record which has been sealed and/or expunged, you are required to disclose said record and where and when it occurred. In the event you fail to list any adult or juvenile misdemeanors, felonies or other criminal offenses other than non-criminal traffic violations AND your fingerprint check evidences any adult or juvenile misdemeanors, felonies, or other criminal offenses other than non-criminal traffic violations, your employment WILL be terminated or the offer of employment rescinded. Therefore, you are cautioned to assure the accuracy of the information you provide on your application for employment before its submission.

NOTE: This is not a complete list and is intended to provide examples only. **You must list all convictions, including those in which adjudication was withheld and/or records were sealed/expunged.**

- Yes No 1. Have you ever (as a juvenile or an adult) at any time been convicted of an offense other than a minor traffic violation? (DUI and DWI convictions are not minor and must be reported.)
- Yes No 2. Have you ever (as a juvenile or an adult) at any time been found guilty of a criminal offense?
- Yes No 3. Have you ever (as a juvenile or an adult) at any time entered a nolo contendere or a no contest plea?
- Yes No 4. Have you ever (as a juvenile or an adult) at any time had a criminal record sealed?
- Yes No 5. Have you ever (as a juvenile or an adult) at any time had a criminal record expunged?
- Yes No 6. Have you ever (as a juvenile or an adult) at any time had adjudication withheld in a criminal offense?
- Yes No 7. Have you ever (as a juvenile or an adult) at any time been imprisoned or jailed in a criminal proceeding or pled guilty to criminal act/charge?
- Yes No 8. Have you ever (as a juvenile or an adult) at any time been placed on probation in a criminal proceeding?
- Yes No 9. Have you ever (as a juvenile or an adult) at any time failed to appear in court or forfeited bond in a criminal proceeding?
- Yes No 10. Have you ever (as a juvenile or an adult) at any time been confirmed as a child abuser by any agency? **EXPLAIN** on separate sheet.
- Yes No 11. Have you ever (as a juvenile or an adult) at any time been enrolled in a pretrial diversion/pretrial intervention program, any court supervised program, teen or drug court program, or juvenile program? (Please be advised that your response to this question includes the requirement to list participation in any Court ordered, approved or authorized program, or participation in any other alternative program for violation of any law, including but not limited to Teen or Drug Court or juvenile program even if this participation and completion of the program results in a nolle prosequi or dismissal of the charge.)
- Yes No 12. Are there criminal charges currently pending against you other than a noncriminal traffic violation?

You must disclose this information even if you have been told differently by a lawyer, judge, or other third party or law enforcement individuals. Pursuant to Florida Statute 943.059 Criminal History Record Expunction or Sealing, persons to be employed in a position having direct contact with children must answer questions 4 and 5. To omit a response or to be untruthful in your response, regardless of any previous information received from your attorney or the Court will be considered falsification of your application and will result in your termination of employment or the offer of employment rescinded.

- If yes to any question #1-12 above,**
- (1) **Complete information below. (Use Supplemental Section G attached, if necessary.)**
 - (2) **Attach a detailed letter of explanation.**
 - (3) **Attach arrest report for each arrest(s)**
 - (4) **Attach court documents verifying the disposition of each arrest(s) and conviction(s).**

Date	Location of Arrest	Nature of Charge	Disposition/Outcome

Sign: X _____ Last 4 S.S. digits _____ Date _____

**OCPS STUDENT ACCEPTANCE FORM
(Signature required)**

PURPOSE:

The purpose of internship in schools is to develop professional educators who demonstrate excellence in the facilitation of student learning through a continual, lifelong, reflective process. The internship is the context for the application and demonstration of effective practices.

CODE OF ETHICS ACCEPTANCE (see attached)

DRESS CODE:

Each intern is expected to dress appropriately for the job. Supervising teachers will offer guidelines as to proper attire. Supervising teachers also establish requirements for reasons of safety. Interns who fail to use safety devices may be subject to dismissal. As with students, attire which advertises drugs or alcoholic beverages, or which is vulgar or obscene in nature is not permitted.

FINGERPRINT AND NATIONAL BACKGROUND CHECK:

In Florida, an entire arrest record is revealed to school districts by the Florida Department of Law Enforcement and/or FBI, including "sealed" or "expunged records," and military court proceedings." FLORIDA LAW REQUIRES THAT YOU MUST DISCLOSE this information even if you have been told differently by a lawyer, judge, or other third party or law enforcement individuals. ALL criminal history must be provided regardless of the number of years since the arrest.

All interns must be fingerprinted and a national background check performed. Interns must schedule an appointment by logging onto interns@ocps.net. The intern is responsible for the cost of the fingerprinting.

- OCPS Fingerprint Information Sheet (see attached)
- OCPS Criminal Record Information Form (see attached)

PERSONNEL HIRING GUIDELINES (see attached)

My signature indicates I have read, understood, and will comply with all of the above.

Student Intern Signature

Date


Print Name

This form must be signed and returned to the OCPS Internship Department

**ORANGE COUNTY PUBLIC SCHOOLS
ORLANDO, FLORIDA**

**MANAGEMENT DIRECTIVE A-10
GUIDELINES ON SELF-REPORTING OF ARRESTS AND CONVICTIONS
BY EMPLOYEES**

1. The security and safety of our employees, students and guests is of paramount importance. To this end, all employees shall adhere to the following directives. All arrests and convictions (with the exception of minor traffic offenses) of all employees shall be self-reported within 48 hours to the district. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial. The appropriate authority to self-report arrests and convictions is the Office of Employee Relations. A phone message can be left 24 hours a day at (407) 317-3239, and the employee must provide a written follow-up statement within five business days of leaving the message. Failure to self-report may result in discipline, up to and including, dismissal.
2. Arrests shall include cases in which the employee was taken into custody, as well as charges of criminal misconduct for which the employee was not taken into custody. Convictions shall include any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea or Nolo Contendere for any criminal offense other than a minor traffic offense.
3. A common definition to allow for a uniform interpretation and reporting of a minor traffic violation shall be defined according to Florida Statute 318.13 (3) as follows: Infraction means a non-criminal violation that may require community service hours under Section 316.027 (4), but is not punishable by incarceration and for which there is no right to a trial by jury or right to a court approved counsel. Criminal traffic violations are not minor and must be reported.
4. An educator is defined as any individual who holds certification and any administrator required to hold a teaching certificate. School districts are required to file legally sufficient complaints of violations of the Educator's Code of Conduct with the Department of Education. The Department of Education may also take action against an educator who fails to report a violation.
5. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585 (4) and 943.059 (4), Florida Statute


Superintendent

February 29, 2009

Florida Department of Education Code of Ethics of the Education Profession

6B-1.006 Principles of Professional Conduct for the Education Profession in Florida

6B-1.001 Code of Ethics of the Education Profession in Florida.

1. The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

Specific Authority 229.053(1), 231.546(2)(b) FS. Law Implemented 231.546(2)(b) FS. History - New 3-24-65, Amended 8-9-69, Repromulgated 12-5-74, Amended 8-12-81, 7-6-82, Formerly 6B-1.01.

6B-1.006 Principles of Professional Conduct for the Education Profession in Florida.

1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.
2. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.
3. Obligation to the student requires that the individual:
 - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
 - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
 - c. Shall not unreasonably deny a student access to diverse points of view.
 - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 - f. Shall not intentionally violate or deny a student's legal rights.
 - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
 - h. Shall not exploit a relationship with a student for personal gain or advantage.
 - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Obligation to the public requires that the individual:
 - a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
 - b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
 - c. Shall not use institutional privileges for personal gain or advantage.
 - d. Shall accept no gratuity, gift, or favor that might influence professional judgment.
 - e. Shall offer no gratuity, gift, or favor to obtain special advantages.
5. Obligation to the profession of education requires that the individual:
 - a. Shall maintain honesty in all professional dealings.
 - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

- c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
- e. Shall not make malicious or intentionally false statements about a colleague.
- f. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
- g. Shall not misrepresent one's own professional qualifications.
- h. Shall not submit fraudulent information on any document in connection with professional activities.
- i. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- k. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- l. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
- m. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), Florida Statutes.
- n. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- o. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), Florida Statutes.
- p. Shall comply with the conditions of an order of the Education Practices Commission.
- q. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

Specific Authority 229.053(1), 231.546(2)(b) FS. Law Implemented 231.546(2), 231.28 FS. History - New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98.

I have read the "Code of Ethics of the Education Profession and Principles of Professional Conduct for the Education Profession in Florida" and recognize my rights as a member of the education profession in Florida and accept the obligations and responsibilities placed upon me.

Name

Date

Orange County Public Schools Personnel Hiring Statement

All candidates for employment with OCPS will be fingerprinted and a criminal history check completed. In Florida the entire arrest record is revealed to school districts, including sealed and/or expunged records and military court proceedings. Applicants must disclose this information even if told differently by a lawyer, judge, or other law enforcement individual. If you were given this information by a judge then those written instructions would need to be provided to OCPS. Prior criminal records may or may not result in disqualification for employment; however, failure to disclose this information will disqualify you for employment. Information that must be disclosed includes any offense that occurred **whether as a juvenile or adult**; therefore all adult and juvenile offenses must be listed.

An applicant's criminal history includes any offense for which the applicant posted bail; entered a pre-trial diversion program, pre-trial intervention program, teen or drug court or juvenile program; had adjudication withheld, was convicted or found guilty; was placed on probation; pled guilty or no contest; was jailed or imprisoned; or appeared in court; as a juvenile or adult. **Sealed records, expunged records and military court proceedings must be disclosed.** Note: DUI and reckless driving are criminal offenses.

The criminal offenses listed below will render applicants **ineligible for employment** with Orange County Public Schools.

WILL NOT HIRE – Felony charges/convictions including, but not limited to the following:

- Sexual misconduct with certain developmentally disabled clients and reporting of misconduct
- Sexual misconduct with certain mental health clients and reporting of misconduct
- Sexual misconduct with certain forensic clients and reporting of misconduct
- Adult abuse, neglect or exploitation of aged persons or disabled adults
- Murder
- Manslaughter, aggravated manslaughter of an elderly person, disabled adult, or child
- Vehicular homicide
- Killing an unborn child by injury to the mother
- Assault of a minor
- Aggravated assault
- Battery of a minor
- Aggravated battery
- Battery on a detention or commitment facility staff member
- Kidnapping
- False imprisonment
- Taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceedings
- Carrying a child beyond state lines with criminal intent to avoid producing a child at a custody hearing or delivering the child to the designated person
- Exhibiting a firearm or weapon within 1,000 feet of a school
- Possessing an electric weapon or device, destructive device, or other weapon on school property
- Sexual battery
- Prohibited acts of persons in familial or custodial authority
- Prostitution
- Lewd and lascivious behavior
- Lewd and indecent exposure
- Arson
- Theft, robbery, and related crimes if the offense is a felony
- Fraudulent sale of controlled substances, only if the offense is a felony
- Abuse, aggravated abuse, or neglect of an elderly disabled adult
- Lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult
- Exploitation of an elderly person or disabled adult, if the offense was a felony
- Incest
- Child abuse, aggravated child abuse, or neglect of a child

- Contributing to the delinquency or dependency of a child
- Negligent treatment of children
- Sexual performance by a child
- Resisting arrest with violence
- Depriving a law enforcement, correctional, or correctional probation officer means of protection or communication
- Aiding in an escape
- Aiding in the escape of juvenile inmates in correctional institutions
- Obscene literature
- Encouraging or recruiting another to join a criminal gang
- Drug abuse prevention and control only if the offense was a felony or if any other person involved in the offense was a minor
- Inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm
- Harboring, concealing, or aiding an escaped prisoner
- Introduction of contraband into a correctional facility
- Sexual misconduct in juvenile justice programs
- Contraband introduced into detention facilities
- All felony drug related convictions

MAY BE CONSIDERED IF CHARGE IS MORE THAN FIVE YEARS OLD

- Misdemeanor drug or paraphernalia
- Resisting arrest

MAY BE CONSIDERED ON A CASE BY CASE BASIS

- Cases pending
- Domestic violence
- Multiple arrests
- On probation (Crimes not listed above)
- City ordinances/criminal traffic offenses not listed above
- Any misdemeanor crime not listed above

NOTE: If you are considered eligible for hire under the above guidelines, this eligibility does not guarantee employment with Orange County Public Schools.