Madison Schools Volunteer Background Check Guidelines

8/26

Do need a background check because they are likely to be unsupervised.	Do not need a background check because they are unlikely to be unsupervised.
• Classroom helpers working directly with students • Providing instruction with small groups or one-on-one • Field trip chaperones • Anyone else at the discretion of the Superintendent	• One and done classroom visitors such as a guest reader, career presentation, pet visitor, etc. • Clerical tasks for teachers or other staff members such as copying, lamination, assembling books, etc. • Supervising activities at large group events such as Field Day, Walkathon, 5th Grade Olympics, etc. • Attending events with/for their own family such as Family Nights, Grandparents' Lunch, Awards Assemblies, concerts, plays, PTO events, etc. • Dropping off food or classroom items.

EntrySign Check-In Process

EntrySign technology in building offices will be utilized to check-in all adult volunteers. Adult visitors must swipe their ID for entry.

- If no criminal convictions are detected, a badge with a photo is automatically printed.
- If there is a risk factor, secretaries follow the prompts on the screen to allow or deny entry.

Current Board Policy

Current Board Policy (Does not require a background check for volunteers.)

Board Policy: Volunteers

Levels of Background Checks

Volunteer Type	Recommended Background Check
Volunteers who may be unsupervised with students (classroom helpers, small-group instruction, field trip chaperones)	Ohio BCI check
Volunteers who have not lived continuously in Ohio for the previous five years (or when additional screening is warranted)	BCI + FBI check
Volunteers who remain supervised at all times	No background check