

# **Brunswick City School District**

## **Volunteer Background Check Information**

(Board Policies 3120.09, 4120.09, 3121, 4121)

The Brunswick City Schools Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

The Superintendent shall inform all volunteers who work or apply to work with children on a regular basis of the need to display appropriate behavior at all times. They will have to provide a set of fingerprints so that a criminal records check can be conducted at the volunteer's expense either before they can begin their duties, or as a condition of continued service as a volunteer at the discretion of the Board.

The Brunswick City School District is committed to the safety of our students. All volunteers who are not currently employed by the Brunswick City School District and work with children are required to have a criminal history background check. Per Board Policy 3120.09, no person is to be accepted or maintained as a volunteer if she/he has been convicted of any of the following offenses:

- Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter
- Felonious assault, aggravated assault, assault
- Failing to provide for a functionally impaired person
- Aggravated menacing
- Patient abuse or neglect
- Kidnapping, abduction, child stealing, criminal child enticement
- Rape, sexual battery, corruption of a minor, gross sexual imposition, sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, compelling prostitution, promoting prostitution, procuring prostitution, disseminating matter harmful to juveniles, pandering obscenity, pandering obscenity involving a minor, pandering sexually oriented matter involving a minor, illegal use of minor in nudity-oriented material or performance
- Aggravated robbery, robbery
- Aggravated burglary, burglary
- Endangering children
- Contributing to the delinquency of children
- Domestic violence
- Carrying concealed weapons, having weapons while under disability, improperly discharging firearm at or into a habitation or school
- Corrupting another with drugs
- Trafficking in drugs
- Illegal manufacture of drugs or cultivation of marijuana
- Funding of drug or marijuana trafficking
- Illegal administration or distribution of anabolic steroids
- Drug possession offenses (that are not a minor drug possession offense)
- Placing harmful objects in or adulterating food or confection
- A felony
- An offense of violence
- A theft offense (as defined in R.C. 2913.01)
- A drug offense (as defined in R.C. 2925.01, that is not a minor misdemeanor)

**If you are NEW to volunteering and have NEVER been fingerprinted:**

1. You will need to have both a FBI and BCI background check (\$47.25)
2. You will need to schedule an appointment--**more than 30 days PRIOR** to volunteering. You can schedule using the [Background Check Google Appointment Calendar link](#).

**If you are NEW to volunteering and HAVE been fingerprinted elsewhere:**

1. As long as BCI and FBI check has been done within the past year, you will need to provide copies at the Board of Education (if you are unable to provide copies, you will have to be fingerprinted again)
2. If you do not have both the BCI and FBI, you will need to schedule an appointment--**more than 30 days PRIOR** to volunteering

**If you are EXISTING volunteer and have BEEN fingerprinted at Brunswick City Schools:**

1. Please fill out and submit your [Raptor Volunteer Application](#). This yearly background check is electronic and does not require you to make an appointment at the Board of Education.
2. You will need to upload a picture of your driver's license, complete the application, and pay for the background check to be conducted.
3. The fee associated with this yearly background check is \$5.00 (payable online through the Volunteer Management System).
4. You will be notified via email five to ten days after submission regarding the results of your volunteer background check.

**WE MUST HAVE A COPY OF THE BCI/FBI ON FILE!**

**BCSD BCI/FBI Background Check Contact: 330-273-0373**

You can pay for your Background Check using cash, credit or a check made out to the Brunswick City Schools.

**Exceptions:**

1. If you are currently a BCSD employee, you do NOT need to be fingerprinted again. (this is the case even if you have not had your FBI done within the past year)
2. If you are a law enforcement officer, we need a letter from your department stating that you are an officer in good standing. You do NOT need to be fingerprinted.
3. If you are a school employee with another district or ESC, the BCSD requires a letter from your district stating the following:
  - o Your current position within the district or ESC
  - o Your ODE License #
  - o You have a current FBI/BCI on file--including the dates
  - o A statement indicating that the district/ESC has not received any Rapback report(s) from the Ohio Department of Education and the Ohio Bureau of Criminal Investigation
4. If you are an employee of a child care facility that requires a Background Check Review for Child Care through the Ohio Department of Job and Family Services, the BCSD requires a letter from your employer stating the following:
  - o Your current position with your employer
  - o You have a current Notification of Background Check Review for Child Care on file and are an employee in good standing

- A copy of your Individual Notification of Background Check Review for Child Care with a current ODJFS authorization date (your renewal date will be one year from the ODJFS authorization date on your review)