

ODCS Background Check Policies

Background Checks for Staff

All teachers, educational administrators, counselors and coaches must hold a valid teaching certification and/or license from the State of Ohio. It is the responsibility of all staff to maintain credentials, including compliance with House Bill 190 on FBI checks and fingerprinting. Preschool employees must abide by the State of Ohio Licensure requirements.

Background Checks for Volunteers

The ODCS School Board has established the following minimum policies regarding background checks for volunteers. At any time, the school may ask for a higher level of background check. Failure to agree to a background check prohibits you from participating in any volunteer capacity. The school reserves the right to refuse a volunteer at any time on the basis of information revealed in the background check. Information revealed in a background check will be kept in strict confidence. Please coordinate the background check through the school, as the information must be sent directly to the school from the checking agency.

- Any volunteer who commonly serves for 8 hours or more per week must undergo a background check with both the FBI and the BCI.
- Any regularly scheduled volunteer who serves for less than 8 hours per week must undergo a background check with the FBI.
- Any volunteer who serves as a chaperone on a school event that involves travel and at least one overnight stay must undergo a background check with the FBI.
- Occasional volunteers without a regular schedule of contact with the students may be required to undergo a background check at the school's discretion.
- The background check will be kept on file at the school and will need renewed every 5 years.

