

## UPBEAT BACKGROUND CHECK POLICY – DRAFT

This policy is to address changes in the Lakota district volunteer background check policy. The current policy, 9003 is being updated to address changes in ORC 109.57-577 and 1541.82. The Lakota updates are still in progress and therefore this policy is still in draft until that policy is final.

<http://www.lakotaonline.com/policies.cfm?pid=257&searchwords=volunteer>

The policy is intended to ensure the safety of students. While it has always been the policy of the Upbeat club to follow the 2x2 rule, meaning there should always be at least 2 students and 2 adults together in any place at any time, we realize there may be exceptional times when this policy can't be followed. The new background check policy is in place to check for those roles where it is highly likely for exceptional times to occur and a volunteer might have "unsupervised access" to a student. The district policy will be in place for each volunteer organization to:

- determine which critical roles will require a background check
- provide information on getting the check or verifying an existing check
- to ensure the check occurs
- ensure that only those that pass the check function in critical roles
- ensure those that do NOT pass the check are privately informed (directly or by band directors)
- keep a list of volunteers who have passed the check (district will have official list)

The corporate executive group met in June 2012 and determined that the following roles should be subject to a background check:

- College staff
- Overnight trip chaperones
- Uniform committee chair (chair only, not additional helpers)
- Club Treasurer (for financial, not access reasons)

The Upbeat club will pay for the Treasurer's background check. The Lakota West club is paying for the checks for the college staff as part of their compensation. It has also been decided that since overnight chaperones are paying for the cost of their trip and doing a considerable amount of work, the club will pay for their background check and spread the cost of those checks across the students' cost of the trip. Since the Uniform Chair is typically a chaperone that cost should be covered de facto.

Background checks can be done out of the Central Office and are typically done during specified hours each week. If we identify a group (college staff) we can work out a process to have them invoice Upbeat directly. If not, a \$55 money order will be required which can then be reimbursed. The site below offers other places in Butler County that offer the service at varying prices. Two background checks will be required, BCII (OH) and FBI.

<http://www.ohioattorneygeneral.gov/Services/Business/WebCheck/Webcheck-Community-Listing.aspx>

**EXISTING REPORTS:** If you have had these checks done within the last 12 months (another volunteer organization, another school district employee, government employee, etc.) you can request a copy of your report (you are entitled to a copy), scan it, and email it to Melissa Castle ([513 644-1193](tel:5136441193) option 1 [melissa.castle@lakotaonline.com](mailto:melissa.castle@lakotaonline.com)) at Central Office who can have it verified. In order to run the check she will also need your SS# and DOB. The district says these background checks will be good for 1 year, but it is unlikely they will make us repeat them as teachers are checked every 5 years. So if you have an existing report we highly recommend you submit it and get on the list for efficiency's sake (and other volunteer work you may do in Lakota). If your report is older than 1 year you might try to get it verified under certain circumstances anyway (school employee, government, etc.).

**CHANGE OF CLOTHES POLICY:** this policy is providing additional clarity to the process for changing of clothes/dressing as it pertains to the following areas because it is impacted by the principles of the background check policy:

- No adult should be on the bus or in the changing area when Color Guard Members are changing (this should be done in a “single sex” scenario, e.g. girls only, then guys only). If assistance is required from adults, Guard members should exit the bus or changing area.
- Marching Band Instrumentalists can change on the bus when necessary since they are wearing a layer of shorts and t-shirt; when this occurs and if adults are present, more than one adult chaperone should be on the bus.