

Logan-Hocking Local School District Background Check, Fingerprinting Volunteer Procedures

1. PURPOSE

To protect the safety, health and security of Logan-Hocking School District students, employees, and property, all volunteers will be required to submit a criminal background check and attend a volunteer training.

2. CRIMINAL BACKGROUND CHECKS

In order to protect the health and safety of all students and protect school property, the Logan-Hocking School District will require all volunteers who have access to students in connection with their assignment to submit to a criminal background check as a condition for appointment.

a) Conducting the Background Check

- Any person working individually with students or with small groups of students is considered to be a volunteer and must have a background check. Parents assisting with school parties are considered to be visitors and must sign in at the building office.
- Notification of the background check (finger printing) requirement will be included on the District Volunteer Application.
- Results from the background check and Board Approval must be completed, prior to a volunteer being placed in the building.
- All volunteers must have a background check conducted every five years. (This requirement is in line with teacher and administrator procedures).

b) Background Check - Location

- Background Checks will be given Monday through Friday from 7:30-11:30 AM and from 12:30 - 3:00 PM at the Logan Hocking Board of Education Administration Office at 2019 E. Front Street, Logan, Ohio.