

**BACKGROUND CHECK INFORMATION**  
**\*\*NEW POLICY FOR 2017-2018 SCHOOL YEAR\*\***

**CRIMINAL BACKGROUND CHECKS FOR ALL VOLUNTEERS**

We value partnerships with our families and welcome parents and guardians to serve as volunteers in our schools. Each ZCS building offers a wide variety of volunteer opportunities.

Examples include:

- Field Trip Chaperones
- Out of Town/Overnight Chaperones
- Tutors
- Volunteer Coaches
- Classroom Helpers (PTO parties/room parents)
- Library Helpers
- After Prom Workers
- Field Day/Jog-A-Thon Volunteers
- Book Fair Sales/Athletic Ticket Sales

During the school day, all volunteers are expected to sign in at the front office. Prior to the volunteer opportunity, all volunteers must sign a Non-disclosure Acknowledgement Form and have successfully completed a **Full Criminal History Background Check**. Necessary background check paperwork is available on the ZCS website at the [Volunteers/BRAVO link](#) and should be submitted at least 10 days prior to the intended volunteer date. Volunteers must also view the state mandated confidentiality/bullying video, provided on the Volunteer/BRAVO website. The volunteer will pay the fee\* for the full background check which will expire after 5 years. The link to apply for the full background check can be accessed on the Volunteers/BRAVO link on the ZCS main webpage. For more information, contact the Volunteer/BRAVO Coordinator.

**CRIMINAL BACKGROUND CHECKS FOR VISITORS**

During the school day, all visitors must enter via the front door and sign-in at the front office. Visitors need to be prepared to present a government issued photo ID which will be scanned against the National Sex Offender Registry. All visitors will be issued a visitor badge/tag to be worn inside the building at all times.

Examples Include:

- Lunch Guests
- Classroom Guest Speakers
- Classroom Special Events (Grandparent Day/Famous Hoosiers/etc.)
- Parent/Teacher Conferences

We ask that all visitors schedule an appointment to meet with teachers, counselors, administrators and all other staff members so that we may best serve everyone. Visitors other than parents/guardians must be prearranged and organized through the main office.

\*ZCS thanks all volunteers for generous support of our youth and schools. Thank you, too, for supporting assurance of student and staff safety by completing and paying for a volunteer background check.