

BALL STATE COMPLIANCE WITH MCS BACKGROUND CHECK PROCESSES

MCS Volunteer Policy:

- Ball State University (BSU) students and faculty participating in academic programs, projects, or activities with Muncie Community Schools (MCS) must have an expanded criminal history check completed through BSU.
- One time “Special Guest Speakers” or individuals making presentations to students, who will be supervised by MCS personnel, are not required to provide an MCS criminal history check.
- Volunteers not working directly with students and under the supervision of MCS personnel when volunteering in MCS will need to have a limited criminal history background done through MCS as part of the volunteer application process.

Group	Type of Engagement: ACADEMIC	Check Required
Faculty and Staff	PROJECT-BASED Direct contact with MCS students (individual or group) Example: Project directors/co-directors	Expanded* Good for one academic year
	EMBEDDED ROLE IN SCHOOLS Direct contact with MCS students (individual or group) Example: PDS liaisons and other Ball State employees working directly with students in MCS buildings.	Expanded* Good for one academic year
	ACADEMIC, NO STUDENT CONTACT Example: Research team reviewing MCS documents, only meeting with MCS admin. outside of school buildings.	No check

Faculty and Staff	Type of Engagement: BSU VOLUNTEER	Check Required
	Direct contact with MCS students (individual or group) Example: Coaching, tutoring	<i>Expanded*</i>
	No direct contact with students (individual or group) Example: Making copies at the MCS admin. building, engaging in an off-site task for a teacher or administrator.	<i>No check</i>
	One-time presentations Limited contact with MCS students in group settings, under the supervision of a MCS administrator or classroom teacher. Example: Presenting ONCE about academic or non-academic topics to a classroom or after-school group or club.	<i>No check</i>
	Indirect contact with MCS students (individual or group) Example: Field day, first day of school welcome events	<i>Limited</i>

Group	Type of Engagement: ACADEMIC	Check Required
Undergraduate and Graduate Students	PROJECT-BASED Direct contact with MCS students (individual or group) Example: Immersive learning course, hands-on research project.	Expanded* Good for one academic year
	EMBEDDED IN SCHOOLS Direct contact with MCS students (individual or group) Example: Students engaged in field experiences, observations, and teaching.	Expanded* Good for one academic year
	ACADEMIC No direct contact with MCS students Example: Off-site research.	<i>No check</i>

Undergraduate and Graduate Students	Type of Engagement: VOLUNTEER	Check Required
	Direct contact with MCS students (individual or group) Example: Coaching, tutoring	<i>Expanded*</i>
	No direct contact with students (individual or group) Example: Making copies at the MCS admin. building, engaging in an off-site task for a teacher or administrator.	<i>No check</i>
	One-time presentations Limited contact with MCS students in group settings, under the supervision of a MCS administrator or classroom teacher. Example: Presenting ONCE about academic or non-academic topics to a classroom or after-school group or club.	<i>No check</i>
	Indirect contact with MCS students (individual or group) Example: Field day, first day of school welcome events	<i>Limited</i>

*MCS Volunteer Policy, expanded checks include:

- A. an expanded criminal history check (as defined by I.C. 20-26-2-1.5) of the criminal history record system maintained by the Federal Bureau of Investigation based on fingerprint identification or another method of positive identification
- B. an expanded child protection index check as defined by I.C. 20-26-2-1.3;
- C. a check of the national sex offender registry maintained by the United States Department of Justice or the sex offender registries of all fifty (50) states;
- D. a detailed background history including all prior employment and volunteer position; and
- E. an Indiana Bureau of Motor Vehicles driver history if the position involves driving.