



## **2016 – 2017 School Year – Volunteering in the Revere Local Schools**

To: District Parents/Guardians  
Fr: Matthew L. Montgomery  
Re: Safety and Security of Our Students

The Revere Local School District requires all regular adult volunteers to be fingerprinted per our Board Policy 3120.09. The list below is a guide to specific categories requiring fingerprinting.

### **Those who volunteer in the following positions need to be fingerprinted:**

- Office or Library Volunteer
- Birthday Book Club Volunteer
- Classroom Helpers / Tutors / Volunteers
- Anyone who volunteers and is unsupervised with children on a regular basis
- Anyone attending a field trip
- Room Parents
- Any substitutes to the above positions
- Other – at the Superintendent's discretion

\* Attending a classroom party or school program as a parent, or dropping off food/drink DOES NOT require fingerprinting.

**As a NEW volunteer you will need BOTH the BCI (Ohio) and the FBI (National) background checks (fingerprinting).** You may go anywhere that offers Webcheck (electronic) printing. We frequently use Accurate Investigative Services in Akron and Alpha Background Investigations in Copley. Please contact Christine Thomas at 330-523-3105 to discuss the services offered and to arrange for the forms you will need to take with you.

Once you have been fingerprinted and **we have received adequate reports for both the BCI and FBI printing**, you are **WELCOME** to volunteer in all the Revere schools. **You will not need to repeat this process as long as you continue to volunteer in the Revere Local Schools year after year!** A break in service will require new background checks.

If you have any questions, please call the office of the Superintendent at 330-523-3104.

**You MAY NOT begin to volunteer in the areas noted above until we have received adequate BCI and FBI REPORTS – NO EXCEPTIONS!**

***The Superintendent will discreetly contact any person who is not permitted to volunteer due to a disqualifying offense on either fingerprint report.***