



2017 – 2018 School Year – Volunteering in the Revere Local School District

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

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

Those who volunteer in the following positions must 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

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

NEW volunteers 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. Information on both vendors is available on the Revere webpage at www.revereschools.org. **Wherever you choose to go, please have them mail the reports to Terry Snow / PO Box 340 / Bath OH / 44210.**

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 Terry Snow, Secretary to the Superintendent, at 330-523-3104.



You MAY NOT begin to volunteer in the areas noted above until the Superintendent has 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.**