



2014 – 2015 School Year – Volunteering in the Revere Local Schools

To: District Parents/Guardians
Fr: Randy S. Boroff, 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 3120.09. **Regular volunteers are those who are in the schools more than once a month and/or are in close contact with children.** 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
- Movie Night Volunteer (Hillcrest)
- T.O.P.S. Volunteer (Hillcrest)
- Birthday Book Club Volunteer
- Classroom Helpers / Tutors / Volunteers
- Student Store Chairpersons / Staffers
- Student Council Volunteers
- Anyone who volunteers and is unsupervised with children on a regular basis
- Anyone attending a field trip or camp project
- Room Mothers*
- 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 330-523-3138 to discuss the services offered and to arrange for the form 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.