

Dear Parents,

In a effort to be sure that we are creating a safe environment for our students it will be necessary for any volunteer who would be working with a student in the teachers extended learning area (the grade level hallway) to be fingerprinted (BCI only). Please read the following information carefully. This new procedure is not a result of a problem. We are merely being pro-active and following the new state law.

- 1) Any volunteer working with children and not under the direct supervision (visual) of a school employee must be fingerprinted (BCI only). This would include parents working with children in hallways or ELA's if the teacher cannot observe the volunteer and student.
- 2) Fingerprints are good for 5 years. After year 5 if the person wants to continue to volunteer they will need to be re-fingerprinted.
- 3) We will accept a "cleared" official BCI report from fingerprints taken by another agency. The report must be less than one year old and will be valid for the next 5 years.
- 4) The cost is \$22.00. We accept only checks made out to Springboro Schools or the exact cash amount. The \$22.00 is the cost to the Springboro Schools, we do **not** make any money on this process.
- 5) For the month of September 2008, the following dates and times are set for Volunteer fingerprinting:
 - Thurs., Sept. 18.... 12:00 a.m. – 3:30 p.m.
 - Thurs., Sept. 25.... 12:00 a.m. – 3:30 p.m.
- 6) For the month of Oct. 2008, the following dates and times are set for volunteer fingerprinting:
 - Every Thursday, from 9:00 a.m. – 12:00 p.m.
- 7) From November 1 on...all fingerprinting is by appointment only.

Thank you for your cooperation and your willingness to volunteer and make a difference in our student's education.