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## OFFICE OF THE SUPERINTENDENT

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### BCI Check Process

#### BCI Checks for All Parent/Community Volunteers

Recently, the RI General Assembly made changes regarding volunteers in school. Rhode Island General Laws 16-2-18.4 now requires all school volunteers to undergo a state criminal background check each and every school year before they can volunteer in any public school. This means that criminal background checks must be provided by every volunteer, even those who have volunteered in the past. If you are interested in volunteering in Tiverton Schools (i.e. chaperoning field trips, table hosting, reading to a class), you must go to the [Tiverton Police Station](#), or the [RI Attorney General's Bureau of Criminal Identification office](#) to apply for the statewide criminal background check. The normal cost for the check is \$5.00 and must be paid by the volunteer when requesting the background check.

The [Tiverton Police Station](#) will perform the background check without an appointment on Tuesday's ONLY from 9:00 am to 11:00 am and they will accept cash, check, or money orders. Please note that the sealed document from the police department will be sent to you up to a week after you request the background check and will state whether the background check is clean. If the background check is not clean, the document will state that there is disqualifying information, with disclosing the nature of the disqualifying information. For a list of offenses that are considered "disqualifying information," please see Rhode Island General Laws Sections 23-17-37, 11-37,8.1, and 11-37-8.3.

Please understand that the Attorney General's Office does not accept cash so you must bring a check or a money order. You are advised to obtain a BCI check as soon as possible and keep in mind that it could take up to a week for you to receive the document. You only need one background check to work in all of the Tiverton schools. Please give the original form to your principal who will forward it to Central Administration Office for recording. A database of approved volunteers will be available for every school so if you have children in other schools, the principal will confirm your status through the database.

We are asking that all of our past and prospective volunteers have their BCI checks done by August 20th, or as soon as you know you would like to volunteer, so that we may plan accordingly for the remainder of the school year. Thank you for your cooperation. Please do not hesitate to call the Central Administration office or the Tiverton Police Station at (401) 625-6717 if you have any questions.

***The Tiverton School Department does not discriminate on the basis of age, sex, race, religion, national origin, color, or handicap in accordance with applicable laws and regulations.***