



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Ambler · Buckland · Deering · Kiana · Kivalina · Kobuk · Kotzebue · Noatak · Noorvik · Selawik · Shungnak
PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800

January HR Report

BP 1250 VOLUNTEER ASSISTANCE

The wealth of experience available in the community is a resource that should be used in appropriate ways to enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. By their presence, volunteers also can make school environments safer and more closely supervised. The School Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students.

The Superintendent or designee may authorize the use of volunteers. The Superintendent or designee shall establish regulations to protect the safety of both students and volunteers. Including background check for crimes involving moral turpitude.

Like employees and students, volunteers shall act in accordance with district policies and regulations.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1260 - Visits to the school)

(cf. AR 4112.5 Security Check)

Legal Reference:

ALASKA STATUTES

[20AAC 10035](#) - Regulation defining crimes of moral turpitude

Adopted: June 09, 2004

AR 4112.5/4212.5/4312.5 ALL PERSONNEL – SECURITY CHECK

1. No individual will be hired by the district or approved to volunteer in any school until a background investigation has been completed. Under emergency circumstances, the Superintendent can waive this requirement to allow someone to work or volunteer until the investigation is complete.
2. No person who has ever been convicted or plead guilty or no contest (including forfeiture of bail) to a crime involving violence or sexual abuse will be hired by the district or approved to volunteer in any school.

MISSION: To provide a learning environment that inspires and challenges students and employees to excel
VISION: To graduate all students with the knowledge, skills, and attitudes necessary for a successful future

3. No person who has been convicted or plead guilty or no contest (including forfeiture of bail) to (1) felony or (2) a crime or other violation involving a controlled substance with the five years preceding the application, will be hired by the district or approved to volunteer in any school. If more than five years have elapsed since the crime or violation, a person may apply pursuant to the following paragraph.
4. Applications from persons who have been convicted or plead guilty or no contest (including forfeiture or bail) to any crime or violation (excluding minor traffic violations) not covered in (2) nor (3) will be considered by the Superintendent on a case-by-case basis and notice given to the School Board prior to hire or being hired by the district or approved to volunteer in any school.
5. If charges are pending, no action will be taken on the individual's application until disposition of the charges.

Mandatory Reporting Training

Volunteers who interact with children for more than four hours within any week are required to complete mandatory reporting training. This direction will be provided by the school site administrator.

Note: Pursuant to AS 47.17.020(a)(9), "volunteers who interact with children in a public or private school for more than four hours a week" must report child abuse and child neglect. AS 47.17.020(a) requires school districts to provide training to such volunteers on the recognition and reporting of child abuse and neglect.

NOTE: <https://www.akleg.gov/basis/statutes.asp#47.17.020>

Alaska Statutes Title 47. Welfare, Social Services and Institutions § 47.17.020. Persons required to report

Current as of January 01, 2022 | Updated by [FindLaw Staff](#)

(a) The following persons who, in the performance of their occupational duties, their appointed duties under (8) of this subsection, or their volunteer duties under (9) of this subsection, have reasonable cause to suspect that a child has suffered harm as a result of child abuse or neglect shall immediately report the harm to the nearest office of the department and, if the harm appears to be a result of a suspected sex offense, shall immediately report the harm to the nearest law enforcement agency:

(9) volunteers who interact with children in a public or private school for more than four hours a week;

Volunteer Approval Process:

1. Applicant completes volunteer packet.
2. Applicant provides full name, current email address, and current cell phone number for background check.
3. HR staff member completes online request for background check with current vendor
4. Applicant receives notification through text/email for acceptance of background check.
5. Applicant inputs further personal information for background check.
6. If cleared, email will be sent to Site Administrator/Director and Secretaries of the site.
7. If not cleared, email will be sent to Site Administrator/Director and Secretaries of the site and paper applications will be filed in HR storeroom.

Volunteer Packet



VOLUNTEER BACKGROUND CHECK:

All volunteers must pass a background check prior to providing volunteer services at NW Arctic Borough School District.

A new background check is required each school year, at a minimum.

SCHOOL YEAR: _____

SITE: _____

First Name: _____

Middle Name: _____

Last Name: _____

Generation, if application (Jr. Sr. etc) _____

Maiden Name, if Applicable: _____

Other Names Used, if Applicable: _____

Date of Birth: _____

Email address: _____

Cell phone number: _____

Proposed volunteer has been: _____

Initials: _____

Date: _____

Comments, if applicable:

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Site Administrator has provided volunteer notification of required training and access for completion: (Notification of completion of training will be sent to HR Department within 45 days of the beginning of the volunteer service)

Signature of Site Administrator

Date

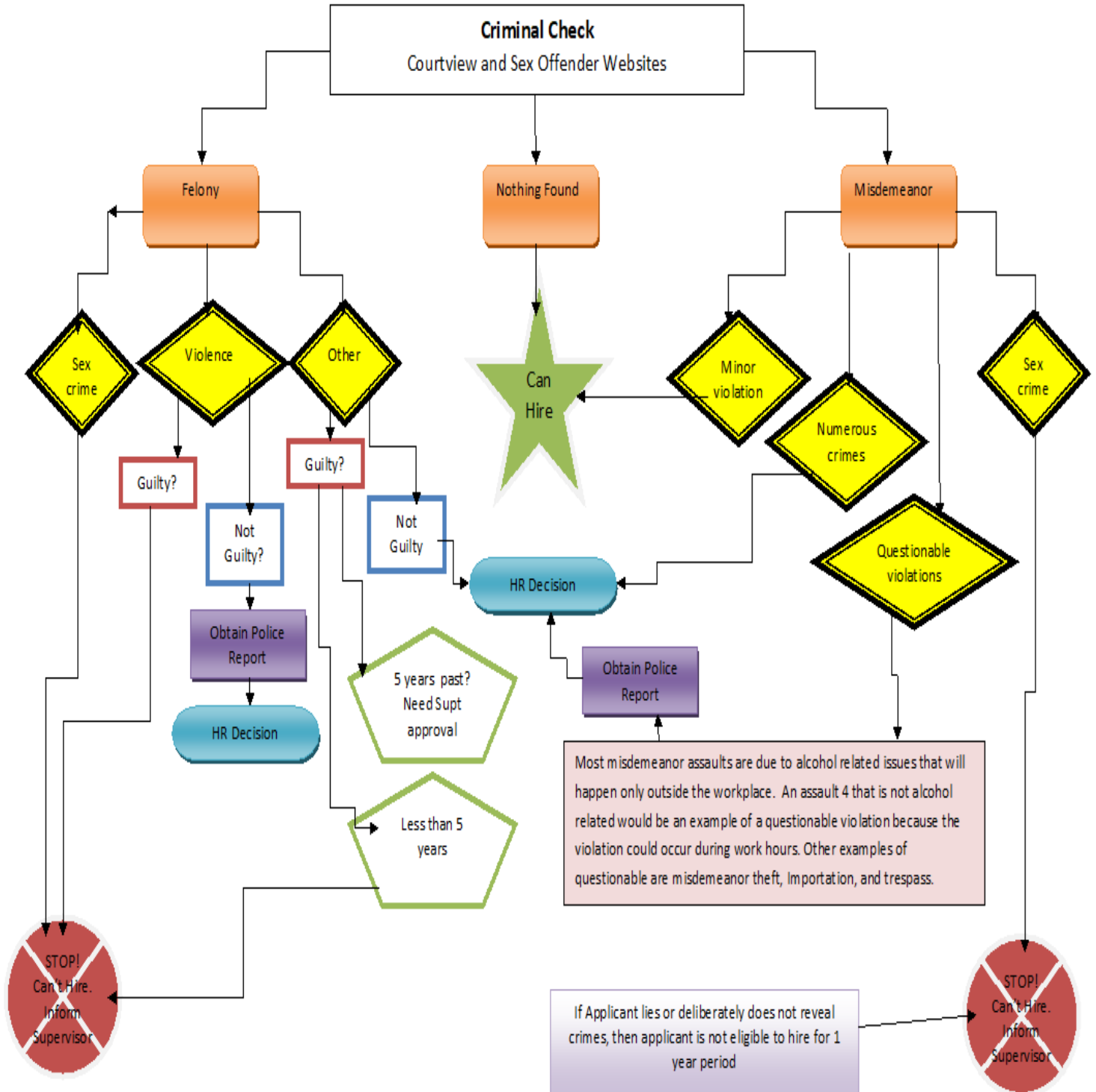
Volunteer has received notification of required training and access for completions. Completion of training certificate will be given to Site Administrator within 45 days of the beginning of the volunteer service.

Signature of Site Volunteer

Date

The following mandatory training will be provided through the [DEED eLearning Courses](#):

Mandated Reporter of Child Abuse and Neglect (47.17.022 and 14.30.355)



Determination of Clearance in accordance with BP 4112.5/4212.5/4312.5

Process for Background Clearance

Record: Nothing Found

Can Hire

Record: Misdemeanor

Minor Violation – Can Hire

Numerous Crimes – HR Decision

Questionable Violation –

1. Most misdemeanor assaults are due to alcohol related issues that will happen only outside the workplace. An assault 4 that is not alcohol related would be an example of a questionable violation because the violation could occur during work hours. Other examples of questionable are misdemeanor theft, importation, and trespass.
2. Obtain Police Report
3. HR Decision

Sex Crime – **STOP! Can't Hire. Inform Supervisor**

IF APPLICANT LIES OR DELIBERATELY DOES NOT REVEAL CRIMES, THEN APPLICANT IS NOT ELIGIBLE TO HIRE FOR 1 YEAR PERIOD. **STOP! CAN'T HIRE. INFORM SUPERVISOR.**

Record: Felony

Sex Crime – **STOP! Can't Hire. Inform Supervisor**

Violence (Guilty) – **STOP! Can't Hire. Inform Supervisor**

Violence (Not Guilty) – Obtain Police Report. HR Decision

Other (Guilty) – Less than 5 years. **STOP! Can't Hire. Inform Supervisor**

Other (Guilty) – 5 years past, Needs Superintendent Approval

Other (Not Guilty) – HR Decision