

Book	Board Policies
Section	1000 - Community Relations
Title	Volunteers
Code	1240 AR
Status	Active
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## **VOLUNTEERS**

Volunteers not only work to advance educational goals, they also make school environments safer and more closely supervised. Administrators shall ensure volunteers are screened prior to serving as a volunteer.

**Volunteer:** A person who provides services without compensation. This definition does not include current school employees. Overnight chaperones are considered for purposes of this AR to be volunteers.

**Visitor:** A person who visits as a guest without assignment and a set schedule. A visitor is not considered a volunteer for purposes of this AR.

**Identification:** A government issued identification will be considered positive identification. Passports, Military ID, State ID, or Driver's license are all examples of positive identification.

All volunteers will be required to fill out the District Volunteer Application, form SSE03, be positively identified, and checked against the Sex Offender Registry. If a person wishes to volunteer at multiple sites, a volunteer form and person of interest report must be provided to the school administrators at each of the sites at which the volunteer may be providing services.

If the prospective volunteer is listed on the Sex Offender Registry:

1. Immediately remove the volunteer from school grounds.
2. Immediately inform the appropriate Executive Director of the action taken.
3. Refer to Board Policy 3515.7, Restrictions on Sex Offender on campus.
4. Send a letter to the sex offender informing him/her access limitations per BP 3515.7. A draft letter is included with this AR for administrator use.

If the prospective volunteer is not listed on the Sex Offender Registry, he/she may be allowed to volunteer depending upon the results of additional background checks.

All volunteers, in addition to the volunteer form and the Sex Offender Registry check, will be required to provide the school principal with an Alaska State Trooper person of interest report. An interest report, when provided, will be acceptable for up to 5 years from the date of the report. This report covers State criminal charges and can be acquired from any Trooper Post.

If a prospective volunteer has any criminal convictions, the Administrator is to contact the Safety and Emergency Preparedness Office and the applicable Executive Director of Instruction to discuss the convictions, and to determine if

volunteering will be denied, if volunteering will be allowed subject to restrictions, and/or if an updated interest report will be required.

Any dishonesty by the prospective volunteer during the application process will be grounds for denial.

If the prospective volunteer has lived in Alaska for less than 5 years, or an Administrator has doubt about the identity of a person, an FBI check utilizing fingerprints can be done at the Anchorage Trooper Post.

Administrators shall complete the section of the volunteer form indicating the Sex Offender Registry has been checked, including the person who performed the check, and the date. The completed volunteer form and any person of interest form, and FBI check, shall be filed in a secure area on site.

Visitors are not required to complete the application or be screened however, they must be identified as visitors while on school grounds and shall not have unsupervised access to students.

Administrators shall train volunteers in the following areas:

1. Proper chain of command and reporting requirements.
2. Expectations during emergency operations or drills.
3. Sign in procedures and building and grounds access.
4. As of June 30, 2017, a new category of Mandatory Reporters came into effect. Volunteers who interact with children in a public or private school for four or more hours a week are considered to be Mandated Reporters. State law (A.S. 47.17.020) requires that persons who are mandatory reporters who, in the performance of their occupational duties have reasonable cause to suspect that a child has suffered harm as a result of child abuse or neglect, shall immediately report the harm. Mandated reporters must report suspected abuse or neglect immediately, which means as soon as reasonably possible and no later than within 24 hours.
5. That all volunteers and visitors must have a proper badge, name tag, or other item clearly designating them as a visitor or volunteer while on school grounds.