VALDEZ CITY SCHOOLS

Volunteer Handbook
2025

Welcome and thank you for your interest in volunteering in Valdez City Schools!
Our schools depend on volunteers and value your contributions. Your willingness to serve the students and staff of the district is greatly appreciated. This handbook outlines the guidelines and expectations that volunteers must follow to create safe and successful experiences for students, staff and volunteers. All volunteering relationships established through Valdez City Schools must take place with students on the school campus during school hours or at other authorized school activities only. This handbook reviews basic guidelines, board policies, and includes the Volunteer Application, Disclosures, and Privacy Rights.

What Does a Volunteer Do?

A volunteer is someone who generously gives their time and energy to support the students, teachers, and staff of our school district. Volunteers play an essential role in creating a positive, enriching learning environment for all students. The beauty of volunteering is that it can take many forms, and there are countless ways to make a difference!

Whether you choose to come in once a week, or just a few times throughout the year, your presence makes an impact. You might help by reading with students after school, lending a hand in the library, or even offering one-on-one tutoring to students who need extra support in subjects like math or reading. If you have a particular subject you're passionate about, whether it's science, art, or writing, consider transferring that passion to a young learner. Volunteering offers an opportunity to share your enthusiasm and inspire students to love learning!

Other opportunities include being a lunch buddy, where you can connect with students in a fun, relaxed setting, or helping to organize classroom activities, events, and school projects. No matter how you choose to get involved, every contribution helps our school district thrive.

Who is a Volunteer?

A volunteer is anyone with a heart for supporting young learners. You don't need to be an expert in a particular subject or have prior experience working with children—just a willingness to make a difference! Volunteers can be parents, grandparents, community members, or anyone looking to enrich the lives of students and contribute to their education.

If you have an interest in a subject, a hobby, or a skill you'd love to share, consider becoming a volunteer! Maybe you enjoy reading, have a love for math, or enjoy helping others develop their artistic side. Perhaps you have an encouraging spirit that can brighten a student's day. Whatever it is, your time and efforts are invaluable.

Volunteering is flexible. You can choose to donate a little bit of time each week or volunteer for specific events and activities. Whether you volunteer for an hour or an entire afternoon, your participation helps create a supportive and engaging educational environment that students will remember for years to come.

Join us today—your enthusiasm, time, and dedication can make a lasting difference in a student's life!

Volunteer Requirements

To create safe and successful experiences for our students, staff and volunteers, the Valdez City School District requires background and fingerprint checks for all personnel and volunteers, including individuals in classified positions, substitute teachers, coaches, activity sponsors, and non-compensated roles. These checks are essential for ensuring the safety and well-being of students and staff. The district follows Board Policy 4112.5/4212.5/4312.5, which establishes procedures for conducting thorough background investigations. Volunteers must complete a Volunteer Application, Disclosure Form, Waiver, and undergo a background check every five years to maintain their eligibility. Any falsification of information on applications or during interviews will result in disqualification or immediate dismissal. The district has specific requirements regarding criminal convictions, particularly in cases involving violence, sexual abuse, controlled substances, or felonies. The Superintendent may grant exceptions under emergency circumstances, but all individuals must meet these criteria before being hired or approved as volunteers (Board policy attached).

Volunteer Process:

- ☐ Complete a Volunteer Application, Disclosure Form, and Waiver.
- ☐ Submit to a background check, which must be renewed every 5 years.
- ☐ Background checks are mandatory for all volunteers in non-compensated roles.
- ☐ Criminal history will be reviewed according to district policies, with disqualification for certain offenses.
- ☐ Volunteers must comply with all required procedures before beginning their duties.

Volunteers play a vital and unique role in supporting the educational environment, acting as valuable partners to professional educators. Like paraprofessionals and teacher aides, volunteers assist in a variety of ways, from supporting individual student needs to helping teachers with non instructional tasks. Their contributions help enhance classroom instruction, provide additional support to students, and foster a positive school culture. Volunteers bring unique skills and experiences that complement the work of educators, enriching the learning environment and ensuring students receive the attention and resources they need to succeed. Their involvement is critical to creating a collaborative atmosphere that benefits both students and the overall school community. (Board policy AR 4222-R attached)

You Are Part of an Education Team

Volunteers who are committed to helping students be successful are important members of the school team. These individuals are essential to bringing the outside world to the school. Students need contact with individuals who can share experiences and bring other perspectives into the classroom. They need adults who can guide them through the learning process.

Goals

- Enrich the curriculum
- Enrich students' learning opportunities
- Provide help for individual students
- Provide opportunities for meaningful service
- Support staff with non-instructional tasks
- Establish a school and community partnership for quality education
- Enhance all aspects of the educational process

Work closely with the school staff

- Follow the direction of a school staff member
- Accept direction and suggestions from staff
- Respect the privacy of staff and students by not discussing school matters away from the classroom
- Understand that evaluation of a students' learning can only be done by the staff
- Commit to supporting and improving education for all students
- Seek help from school staff when you need additional information or instruction
- Share ideas and constructive comments with the staff
- Acknowledge that staff are responsible for discipline

Enjoy working with students

- Establish a good rapport with students
- Provide assistance without doing the students' work
- Show a genuine interest in each student
- Accept each student and encourage the best from him or her
- Use patience and kindness

Sometimes a volunteer placement may not be a fit for the volunteer, the staff or the school. If your volunteer placement does not work for you, the staff or the school for whatever reason, your volunteer assignment may be ended, modified or changed to a new assignment. You may request a different placement if you wish to continue volunteering.

Volunteer Expectations

Volunteers are expected to

- Sign in and wear an ID badge on school grounds at all times
- Wear appropriate attire
- Show respect for all staff and students
- Share concerns regarding students with the appropriate school staff only
- Help focus their attention on their volunteer services, by leaving their other children in the safe care of someone else

Volunteers are encouraged to

- Contact the school if unable to make scheduled volunteer time
- Turn cell phones off (or silence them) while volunteering
- Refrain from making personal calls while on the school campus

Ground Rules for School District Facilities

- No smoking, vaping, or tobacco products allowed, including on athletic fields and in district vehicles
- No weapons allowed
- No drugs or alcohol allowed
- Do not use school equipment for personal purposes

Maintain Student Confidentiality

Volunteers are expected and required to keep all 'student information' that they obtain while working as a volunteer for the district confidential. Federal Law strictly prohibits school districts and district volunteers from releasing any student information without parent/guardian permission. Student information includes all academic, medical and personal information. Disclosure of student information by a volunteer is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA) and may subject the volunteer and the district to civil liability. It is very important that you keep information about students confidential. It is important that you do not discuss students or their progress with others –even their parents. Do not make references to a student's abilities in front of other students. The only person who should be told about a student's work is school staff. If parents ask about their student's progress, suggest in a friendly way that they contact the staff.

Harassment at School

The Valdez City Schools Harassment Policy calls for a commitment to an educational environment that is free from all types of discrimination and harassment, including sexual harassment, bullying and intimidation. Volunteers are expected and required to respect and uphold both the Valdez City Schools Board of Education Policy 4119.12/4219.12/4319.12 *Harassment* and Board Policy 5141.42 *Professional Boundaries of Staff with Students*. Please read over these policies and become familiar with it prior to volunteering in any of the schools (policy attached).

Civility Policy Highlights

- Promote a positive environment in which everyone is treated with dignity and respect
- Empower all people to reach their full potential
- Remove barriers of bigotry and prejudice that infringe upon individual freedom, respect and progress
- Eliminate discrimination and bullying in our schools and departments
- Recognize the strength of diversity
- Recruit, support, and retain a culturally diverse workforce

Important Guidelines

Safe Interaction with Students

The school board expects that the entire staff and volunteers shall strive to set the kind of example for students that will serve them well in their own conduct and behavior and contribute toward a school atmosphere that is friendly but has a degree of formality.

General Guidelines for Safe Interaction with Students:

All interactions with students should be professional and focused on teaching and learning.

Do not

- Take a student or students on private outings
- Initiate social activities with students
- Have a prolonged verbal exchange with students if you have an impromptu encounter at a public place
- Provide childcare for students
- Ask a student to baby-sit for your family
- Engage in Social Networking with students via Facebook, Snapchat, Twitter or any other social networking service to initiate or maintain relationship(s) with any student that is not consistent with appropriate professional behavior and/or boundaries

Communication

Do not say or write things to a student that you would be uncomfortable sharing with the student's parents, the school administrator or staff.

Do not

- Make any comments that are based on gender or could be construed as sexist
- Make any comments and/or innuendos that are sexual in nature or could be construed as sexual

- Make jokes that belittle or diminish another person
- Give students compliments that focus on physical attributes
- Initiate conversations or correspondence of a private and/or personal nature with students

Working Alone with Students at School

- Always keep the door open and lights on
- Do not post anything on class windows that would obstruct a clear view into the room

Gifts

In general, we discourage giving gifts to students. If gifts are provided, they should be:

- Of nominal value
- Identical for all students in the class

Physical Contact with Students

It is the District's expectation that all physical contact between volunteers and students must be professional and appropriate.

Field Trips and Off-Campus Activities

It is the general policy of Valdez City Schools that all off-campus field trip and activity chaperones must be at least 21 years of age. Volunteers who wish to drive students must have at least five years driving experience and must have a valid Alaska State, or state of residence, driver's license. Volunteer drivers must also complete the required driving forms and permission slips and file them with the school.

Extracurricular and Enrichment Activities

Schools often provide before and after-school programs. All extracurricular and enrichment activities must be organized under the authority of Valdez City Schools or comply with all applicable rules and regulations.

Report Suspected Abuse or Neglect

As a volunteer, you are in a unique position to observe students. If you suspect that a student may be the victim of abuse or neglect, report it immediately to the principal, learning specialist, school counselor or other school district employee.

On behalf of the Valdez City School District, we want to extend our heartfelt gratitude for your time, dedication, and invaluable contributions as a volunteer. Your support enriches our curriculum, strengthens our educational community, and provides our students with the additional resources and encouragement they need to thrive. The impact you make is truly appreciated by our staff, students, and families. Thank you for sharing your skills, passion, and commitment to creating a positive and supportive learning environment. We look forward to working alongside you and celebrating the difference we can make together.

Attached Board Policies Referenced Above

Board Policy 4112.5/4212.5/ 4312.5 Security Check

The School Board desires to conduct reasonable background and fingerprint checks on personnel and volunteers at the District. The Superintendent shall adopt procedures that require reasonable background and fingerprint checks for all individuals offered employment in a classified position, as a substitute teacher, coach, activity sponsor, non-compensated position or any other position as determined by the Superintendent.

Falsification of information during the interview or on the application shall be grounds for immediate removal from consideration for a position or dismissal from a currently held position.

1. No individual will be hired by the District until a background investigation has been completed. Under emergency circumstances, the Superintendent can waive this requirement to allow someone to work until the investigation is complete.

2. No person who has ever been convicted, or pled guilty or no contest (including forfeiture of bail) to a crime involving violence or sexual abuse will be hired by the district.

3. No person who has been convicted, or pled guilty or no contest (including forfeiture or bail) to (1) a felony or (2) a crime or other violation involving a controlled substance within the five years preceding the application, will be hired by the district. 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 pled 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.

5. If charges are pending, no action will be taken on the individual's application until disposition of the charges.

The following administrative regulations shall apply to the employment of classified staff, compensated and non-compensated coaches and selected volunteers.

Revised 9/01

ADOPTED: JUNE 2005

AR 4222-R Teacher Aides/Paraprofessionals

Note: The following sample regulation may be revised or deleted as desired

Paraprofessionals are auxiliary personnel who work directly with professional educators to assist them in discharging their professional duties. Instructional aides, tutors, noontime assistants, and various similar categories, both volunteer and paid, are included within the definition of paraprofessionals.

Purpose of the Paraprofessional Aide Programs -- Volunteer and Paid

Purposes of the paraprofessional aide programs are to:

1. assist teachers in providing more individualization and enrichment of instruction to their classes
2. relieve teachers of many non teaching duties and tasks
3. build an understanding of school problems among citizens, thus stimulating widespread involvement in the total education process

Kinds of Services Provided

The kinds of services which paraprofessionals perform will vary according to local building site needs. Services generally fall into one or more of the following areas:

1. relieving the professional of clerical, non instructional, house-keeping, and/or certain instructional tasks
2. assisting in classroom management
3. giving special aid to students with difficulties such as English as a second language, which may include acting as a translator
4. giving special aid to students with exceptional talents
5. enriching the curriculum in areas requiring special skills or unique experiences
6. providing instructional support services which may include one-on-one tutoring if scheduled at a time when the student wouldn't otherwise receive instruction from a teacher

Responsibilities of the Principal

The principal's responsibilities include:

1. responsibility for both volunteer and paid paraprofessional aide programs at his/her site
2. organization of the programs within the school
3. promotion of good staff-paraprofessional aide relationships
4. responsibility for evaluation of the paraprofessionals at his/her site

Responsibilities of the Teacher or Staff Person using a Paraprofessional

Responsibilities of staff using aides include the following:

1. become familiar with paraprofessional aide programs and their materials through orientation sessions
2. direct and supervise each aide
3. provide guidance for each aide
4. determine specific duties to be undertaken
5. work cooperatively with others in charge of the programs
6. implement the key pointers described in the handbooks for teachers and staff

Responsibilities of Paraprofessional Aides - Volunteer and Paid

Paraprofessionals are members of a professional team dedicated to working for the best interests of students. All members of the team are expected to be loyal, courteous, cooperative, industrious, dependable, and committed to the highest ethical standards.

Responsibility to the Student

Responsibility to the student imposes the following obligations:

1. assuring the school that any personal information about the student will remain confidential
2. enjoying the working relationships with students and valuing their achievements, however modest they may be

Responsibility to the Paraprofessional Programs

Responsibility to the program imposes the following obligations:

1. being able to accept differences in people, values, standards, goals, ambitions, and having respect for individual integrity
2. maintaining consistent and regular attendance
3. being reliable and flexible
4. having sufficient sense of organizational procedures to be able to accept discipline while working happily within the established structure and policies of the school
5. being willing to acquire skills needed to be of value to the school programs
6. discussing any specific problems with the supervising staff member or the principal
7. using discretion in commenting on school matters, including the performance of individual paraprofessionals or other school personnel

Responsibility to the School

The responsibility to the school imposes the following obligations:

1. recognition that the professional staff will specify the tasks aides will perform, the authority aides will be given, and the information and materials aides will use
2. understanding that regulations and procedures of the school are to be followed at all times

Responsibility to Self

Responsibility to self requires each paraprofessional to:

1. maintain positive attitudes
2. accept the responsibility to help all students develop positive self-esteem
3. be responsible for his/her own actions
4. know his/her role and be able to express what that role is to the community in a positive manner
5. maintain personal cleanliness
6. wear appropriate clothing (avoiding extremes)
7. use appropriate language
8. give full cooperation to the total school staff

Revised/Board Approved 08/08/2016

Board Policy 4119.12/4219.12/4319 Harassment

The School Board recognizes that harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform school-work, and increased absenteeism or tardiness. The Board shall not tolerate the harassment of any student or employee by any other student or district employee. Any student or employee who is found guilty of harassment shall be subject to disciplinary action.

Harassment means intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status, disability, or sexual orientation.

(cf. 5131.43 - Harassment, intimidation and bullying)

(cf). 4118 - Suspension/Disciplinary Action)

(cf) 4119.11 - Sexual Harassment

(cf.) 4119.21 - Code of Ethics)

To promote an environment free of harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Principals shall discuss this policy with their employees and shall assure them that they need not endure any form of harassment.

The Board encourages students or staff to immediately report incidents of harassment to the principal or designee. The Superintendent or designee shall promptly investigate each complaint of harassment in a way that ensures the privacy of all parties concerned. In no case shall the student or staff member be required to resolve the complaint directly with the offending person.

Notice of this policy will be circulated to all District schools and departments and incorporated in teacher and student handbooks.

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

(cf. 1312.3 - Complaints Concerning Discrimination)

(cf. 4030 - Nondiscrimination in employment)

Legal References:

ALASKA STATUTES

AS 14.18.010 - 14.18.100 Prohibition Against Sex and Race Discrimination

ALASKA ADMINISTRATIVE CODE

4 AAC 06.500 - 4 AAC 06.600 Prohibition of Gender or Race Discrimination

UNITED STATES CODE

TITLE VI, CIVIL RIGHTS ACT OF 1964

TITLE IX, EDUCATION AMENDMENTS OF 1972

INDIVIDUALS WITH DISABILITIES EDUCATION ACT

AMERICANS WITH DISABILITIES ACT

Added 9/99

REVISED 9/2022

ADOPTED: JUNE 2005

Board Policy 5141.42 Professional Boundaries of Staff with Students

Purpose

The District is committed to protecting children from inappropriate conduct by adults, including school staff and volunteers. The purpose of this policy is to provide all staff, students, volunteers and community members with information about their role in protecting children. This policy applies to all district staff and volunteers. For purposes of this policy and its administrative regulation, the terms “district staff,” “staff member(s),” and “staff” also include volunteers.

General Standards

Maintain professional boundaries: The board expects all staff to maintain the highest professional standards when they interact with students. District staff are required to maintain an atmosphere conducive to learning by consistently maintaining professional boundaries with students.

The interactions and relationships between district staff and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the district’s educational mission.

District staff will not intrude on a student’s physical and/or emotional boundaries unless the intrusion is necessary to serve a bona fide health, safety, or educational purpose. An educational purpose is one that relates to the staff member’s duties as an educator. Additionally, staff members are expected to avoid any appearance of impropriety in their conduct when interacting with students.

Report violations of professional boundaries: Whenever a staff member observes another staff member engaging in inappropriate boundary invasions with a student, they must promptly report what they have observed to administration. *When in doubt, report it out.*

Preexisting, outside relationships with students: The board recognizes that staff may have familial and pre-existing social relationships with parents/guardians/caretakers of students and students. This could create dual relationships with students. Staff members should use sound professional judgment when they have a dual relationship with students to avoid violating this policy. In all such relationships staff should avoid any appearance of impropriety with any student and any appearance of favoritism toward any student.

Use of technology: The board supports the use of technology to communicate for educational purposes. However, unless the student is the staff member’s own child, staff are prohibited from communicating privately with students on-line or from engaging in any conduct on social networking websites that violates the law, district policies or procedures, or other generally recognized professional standards.

Staff whose conduct violates this policy may face disciplinary and/or termination consistent with the district’s policies and procedures, acceptable use agreement, and collective bargaining agreements, as applicable.

Training: The Superintendent or Superintendent’s designee will develop staff training relating to this policy, including protocols for reporting and investigating allegations and develop procedures and training to accompany this policy.

(cf. 4131 – Staff development)

(cf. 5131.43 – Harassment, intimidation and bullying)

(cf. 5137 – Positive school climate)

(cf. 5141.4 – Child abuse and neglect)

(cf. 6161.4 – Internet)

(cf. 6161.5 – Web sites)

ALASKA STATUTES

11.61.120 Harassment in the second degree

14.08.111 Duties

14.14.090 Duties of School Boards

14.30.355 Sexual abuse and sexual assault awareness and prevention

14.30.360 Curriculum (health and safety education

14.33.200 Harassment, intimidation and bullying

14.33.210 Reporting of incidents of harassment, intimidation and bullying

14.33.220 Reporting no reprisals

14.33.240 Immunity from suit

14.33.250 Definitions

47.14.300 Multidisciplinary Child protection teams

47.17.010 Child protection

47.17.020 Persons required to report

47.17.022 Training

Revised: August 10, 2020

VOLUNTEER APPLICATION

Name: _____ Telephone: (Day)_____(Evening)_____
Mailing Address: _____ Zip Code: _____
Emergency Contact: _____ Phone: _____ Relationship to you: _____
Please describe any special medical conditions (allergies, etc.) or special accommodations:
_____
_____
Location Preference: _____ Your child(ren's) current grade level: K 1 2 3 4 5 6 7 8 9 10 11 12
Your children(s) name(s), if applicable: _____

Indicate below which category(s) you prefer as a volunteer: (circle areas of interest)

At-Home Volunteer	Library Volunteer	Child Care Volunteer	Enrichment Volunteer
Classroom Volunteer	Health Room Volunteer	On-Call Volunteer	Special Education Volunteer
Office Volunteer	Tutoring Volunteer	Lunch Buddy	District Department Volunteer
Playground Volunteer	Field Trips Volunteer	Breakfast Buddy	

(Admin, Facilities, Business, Human Resources)
Special Events Helper *(e.g., Spelling Bee, Battle of the Books, PTA events-during school hours)*

Classroom and Tutoring Assistance: I would be most interested in assisting in the following areas:

Reading	Art	Economics	World Languages	Technology Education
Math	Business	Social Studies	Careers	History
Language Arts	Music	Special Education	Vocational Education	Physical Education
Science	Computers	Home & Family Life	English as a Second Language (ESL)	
Homework Club				

Please suggest any other areas you can offer assistance: _____
Do you have any relevant special training or educational background? Yes ◯ No ◯
Please describe: _____
Are you bilingual? Yes ◯ No ◯ If yes, what other languages do you speak? _____
Do you have clerical or computer skills? Yes ◯ No ◯ If yes, please describe _____
_____
Please indicate your preferred days/times:
Mon. ◯AM ◯PM, Tues. ◯AM ◯PM, Wed. ◯AM ◯PM, Thur. ◯AM ◯PM, Fri. ◯AM ◯PM
Please circle your preferred grade level: K 1 2 3 4 5 6 7 8 9 10 11 12

I release and waive Valdez City Schools, my former employers, and all references from any and all liability in obtaining or disclosing volunteer related information. A copy of my Alaska State Driver's License or Military ID and background check from the State Troopers office/Valdez Police Department must be submitted before I can be approved to work with students. The volunteer coordinator/administrator in each building or department will match my expertise, interests and skills with staff requests for volunteers.

_____
Signature of Applicant Date

Superintendent Approved: Yes ◯ No ◯ _____
Signature Date

Attention Admin: This form remains in the district office and "Active" dates are loaded in Frontline. Revised 03/11/2025

VOLUNTEER APPLICATION

DISCLOSURES
Yes ◯ No ◯ Have you ever been convicted of any crime against children or persons? (See note 1, for more information.)
Yes ◯ No ◯ Have you ever been found by a court in any dependency proceeding to have physically or sexually abused or exploited any minor or vulnerable adult? (See note 2, for more information.)
Yes ◯ No ◯ Have you ever been released from prison or jail for any drug related offense, or have you been convicted* of any offense that involved drugs?
Yes ◯ No ◯ Have you ever been convicted* of <u>any</u> crime? (Felony, Misdemeanor, or Unclassified). Check yes even if your conviction was later dismissed.
Yes ◯ No ◯ Are any criminal charges currently pending against you?
Yes ◯ No ◯ Are you presently charged with, but not convicted* of, any crime?

Note 1: **Have you been convicted of any crime against children or other persons?**
Aggravated murder; first, second or third degree murder; first or second degree kidnapping; first, second or third degree assault; first, second or third degree assault of a child; first, second or third degree statutory rape; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect; first or second degree custodial interference; malicious harassment; first, second or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; or any of these crimes as they may be renamed in the future.

Note 2: **Disclosure Expiration**
The volunteer application, disclosure, and background check process must be completed and resubmitted for approval every 5 years. Valdez City School District shall require each individual for whom a background check is required to report, within 24 hours or the next business day, if the individual is charged with, convicted of, found not guilty by reason of insanity for, or adjudicated as a delinquent for, any crime.
"Convicted" means:
All adverse dispositions, including a finding of guilty, a plea of guilty or nolo contendere, an Alford plea, a stipulation to the facts, a deferred or suspended sentence, a period of probation, or a deferred prosecution.

All "Yes" answers require additional information. If you answered "yes" to any of the questions above, attach supplemental information providing details. Include court records. Answering "yes" does not automatically disqualify you from volunteering. Falsified information may disqualify you from volunteering even if the event alone may not have been disqualifying.

By signing this disclosure, you, the applicant, certify that you understand the foregoing statements and that you have answered truthfully and correctly. Futhermore, you acknowledge that you have been informed of your privacy rights for fingerprint-based background checks used by Valdez City Schools and understand that a background check will be conducted and that you agree to that background check. **** The Volunteer Application, Disclosure & Background Check Process Must be Renewed Every Five Years.**

Applicant Signature: _____ Date: _____

Parent/Guardian Signature (if applicant is under 18) _____ Date: _____
Administrator approval is required if a volunteer is under age 21. Approved? Yes ◯ No ◯

Administrator Signature: _____ Date: _____

VOLUNTEER APPLICATION

Privacy Act Statement
This privacy act statement is located on the back of the FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety. As of 03/30/2018

VOLUNTEER APPLICATION

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

• You must be provided written notification that your fingerprints will be used to check the criminal history records of the FBI.
• You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.
• If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
• The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
• If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.
If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at https://www.fbi.gov/services/cjis/identity-history-summary-checks.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

- Written notification includes electronic notification, but excludes oral notification.
- https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement
- See 28 CFR 50.12(b).
- See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

If a change, correction, or update needs to be made to a criminal history record, or if you need additional information or assistance, please contact the Personnel Security Section (ISR) at (571) 776-2330.

VOLUNTEER APPLICATION

PROCEDURES FOR FINGERPRINTS AND

STATE AND NATIONAL CRIMINAL HISTORY BACKGROUND CHECK

To volunteer within the Valdez City School District, individuals must obtain a State and National Criminal History Background Check. The district will reimburse any fees paid by the individual for this process. The district will mail off the fingerprints and cover the $48.25 fee for submission to the State of Alaska, Department of Public Safety, Records and Information. Once submitted, the State of Alaska will process the background check and provide the results to the Valdez City School District within approximately 8 weeks**. Volunteers may begin their duties before the background check results are received, as long as they have completed step 3.**

1. Obtain one (1) fingerprint card:

   An appointment must be made with the Corrections Officer to have fingerprints done. Walk-ins are not permitted.

   Phone #: 835-4560
   Where: Valdez City Police Department
   212 Chenega
   Valdez, Alaska 99686

   Cost: You need one fingerprint card for the Valdez City School District, which will cost $10.00. The Police Department does not accept credit cards.

   Office: Fill out the Fingerprint cards in highlighted areas only as per the sample on file. Cards must be printed or typed in BLACK INK ONLY. PLEASE DO NOT FILL OUT ANY AREAS THAT ARE NOT HIGHLIGHTED.

2. Bring the fingerprint card to:

   Where: District Admin Assistant
   Valdez City School District Office
   1112 West Klutina
   Valdez, Alaska 99686
   Phone #: 834-4701 (call for directions or questions)
   For immediate consideration please, complete Step 4 with the local state trooper.

3. If this requires an expedited approval for the school system you may contact the local state trooper, Tony Beck at (907)835-4307, and have a state background check completed. The cost is $20.00, you must provide your driver's license for identification. You may then bring the printed information to the district office. The District will reimburse for all monies spent on background checks.

4. Bring all receipts to the district office for reimbursement.

VOLUNTEER APPLICATION

VALDEZ CITY SCHOOL DISTRICT
WAIVER OF LIABILITY FOR VOLUNTEERS

Note: The Valdez City School District from time to time provides opportunities for members of the community to volunteer services to the school district. However, the school district does not provide liability insurance coverage to non-district personnel serving in volunteering positions with the school district. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the school district and to document the volunteer's acknowledgement that they are providing volunteer service at their own risk.

By executing this waiver, the volunteer:

1. Acknowledges that the Valdez City School District does not provide insurance coverage for the volunteer for loss, injuries, illness, or death resulting from the volunteer's unpaid service to the school; district;
2. Agrees to assume all risk for death or any loss, injury, illness or damage, of any nature or kind, arising out of the volunteer's supervised or unsupervised service to the school district;
3. Agrees to waive any and all claims against the Valdez City School District, or its officers, board members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the school district.
4. Agrees that this waiver is effective whether death, loss, damage, illness or injury is the result of the negligent, intentional or unintentional acts of the district, any district employee, officer, board member, or agent or that of any other volunteer working for, or on behalf of the Valdez City School District, and further agrees to waive any and all claims against the school district, of any nature of kind, for damages arising out of volunteer service to the school district.

By my signature below, I hereby certify that I have carefully read this waiver, and that I am signing this waiver knowingly, without coercion or duress.

Signature of Volunteer Date

Printed Name of Volunteer Witnessed by

Valdez City Schools Board Policy
Waiver: E 1250 Adopted June 2005

Attention Admin: This form remains in the district office and "Active" dates are loaded in Frontline. Revised 03/11/2025