



Kenai Peninsula Borough School District

Finance

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At KPBSD, we take very seriously our responsibility to safeguard students while they are in our care. Unfortunately, in this day and age, not everyone's intentions are genuine, and the District cannot in good conscience overlook the possible threat to student safety that could be posed by people in the school building.

Anyone interested in being a school volunteer needs to complete a form online and agree to a background check. The form should only take a few minutes to complete, and all information gathered will be kept confidential.

Volunteers are anyone who will be in the school on a regular basis. School visitors do not need to complete the form. Visitors would be guest speakers, those attending a large group function or parents visiting just their own student, for instance to have lunch with them.

Information from the screening and background check is not released to the schools or school administrators. Only a few members of the District's Human Resources department will have access to the information, and safeguards are in place to ensure its security.

The background check only looks for criminal history, not financial or civil matters. The school's principal will be notified if there is a problem with a background check, but the specifics of an offense will not be released to the school.

To complete the screening process, visit our [Employment Openings](#) page. When you reach the employment page, click on "Volunteer" category link, and choose one of the schools on the following page. Click on the "Apply" button to start the volunteer application process.

KPBSD appreciates your assistance in helping us be better stewards of children.
Please contact your school administrator if you have questions regarding this matter.

Cordially,

Melody Douglas,
Chief Financial Officer, KPBSD



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

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August 7, 2009

Dear Kenai Peninsula Borough School District Volunteer,

Thank you for your interest in volunteering in our schools. Helping support children's education is a rewarding experience, and your volunteer contributions are valued by the Kenai Peninsula Borough School District.

At KPBSD, our first commitment is to students. We take very seriously our responsibility to safeguard students while they are in our care. Unfortunately, in this day and age, not everyone has good intentions toward children, and the District cannot in good conscience overlook the possible threat to student safety that could be posed by some people in the school building.

To protect against that risk, the District has implemented a volunteer screening program. The program involves potential school volunteers completing a brief questionnaire online and agreeing to allow a background check.

All personal information involved in this process, including birth date, social security number and the results of the background check, are held in the strictest confidence. Information is not released to the schools or school administrators. Only a select few members of the District's Human Resources department will have access to the information and safeguards are in place to ensure its security.

To complete the screening process, visit the District's Web page at www.kpbsd.k12.ak.us and click on Employment. When you reach the employment application instruction page, click on "volunteer screening" and follow the instructions.

The form should only take a few moments of your time. The District regrets the inconvenience this may cause, but believes it is a necessary aspect of ensuring student safety.

After completing the online form, your name will be submitted for a background check. Only criminal matters will be flagged. Credit and financial information will not be checked. You will be contacted by your school once the screening process is complete. If the background check reveals a warning, you will be contacted by someone from the Human Resources department.

Volunteers aged 17 or younger will need parent authorization to allow the required background check. This form is accessible through the Volunteer application process on the District website.

We appreciate your assistance in helping us be better stewards of KPBSD children.

If you have any questions, please contact your school administrator. I also am available to answer questions related to this matter.

Cordially,

Melody Douglas,
Chief Financial Officer, KPBSD