

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 912
COMMUNITY**

VOLUNTEER PROGRAM MANAGEMENT

Purpose

The Carson City School District Board of Trustees recognizes the need to maintain a District Volunteer Services Program to support classroom instruction and co-curricular activities. The Board encourages ongoing and active volunteer involvement by individuals and groups within the schools, and in supervised off-site activities before, during, and after school hours. The District shall make reasonable efforts to provide a safe learning environment for students working with volunteers.

Use of the volunteer services in each school is encouraged as a means of involving the community in the instructional program. The Human Resources Department will develop, implement, and maintain appropriate regulations to foster the recruitment and training of persons willing to contribute their time to work in the schools. Activities of volunteers may include general assistance in the schools and classrooms, special help in the reinforcement of skills, and involvement with enrichment activities that align with curriculum.

Scope

This regulation applies to the entire school community, school and District staff, volunteers, and community partners. This regulation covers activities at all District elementary, middle and high schools, on school property, at school-sponsored events and activities, on school buses or vehicles, and at all times and places in which a volunteer has direct contact with children.

Definitions

Community Partner – a public agency, business or non-profit organization that employs volunteers who support the work of the School District.

Chaperone –a volunteer who accompanies students on a school-sponsored single day field trip or trip involving an overnight stay.

"Direct contact with children" – interaction with children on school property or school sponsored events that involves the possibility of care, supervision, guidance or control of children by a volunteer.

Volunteer: any individual who performs a service for the School District without compensation, remuneration, or other consideration and who otherwise meets the requirements of this regulation.

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Screening

Carson City School District screens all volunteers who work with our students and staff. This is done through the District's background check system which may include reference checks, fingerprinting, criminal background check, and other screening procedures adopted by the Human Resources Department.

Screening must be completed before the volunteer begins his or her work with our programs.

If No Criminal History is Found

If the background check indicates no criminal history, a copy is made and placed in the confidential files with the volunteer's application and other forms pertaining to the particular volunteer.

If Results Indicate Criminal History

If the background check returns information on a prospective volunteer that indicates criminal history, Human Resources will first work to verify that the results match the prospective volunteer. If the match is likely, further inquiry will be made about the nature of the criminal history. The decision will include consideration of a number of factors, including, but not limited to, the following:

1. **Prior Disclosure**—It is important that any criminal history be indicated upfront when completing the disclosure piece of the Volunteer Application form. Failure to disclose criminal history in advance may be considered a negligent or an intentional effort to conceal information.
2. **Type of offense**—The type of criminal offense matters with regard to the level of risk the person poses to the children at school. Some offenses automatically disqualify the person from volunteering within the School District.
3. **Context of Offense**—Sometimes specific information about the criminal history, such as timing, cause and effect, multiple offenses, progress since the crime, etc., may affect the decision on the volunteer application.

Fingerprinting Results

Notice of individuals who have been cleared shall be forwarded to the school and the school shall ensure that only volunteers who have been cleared are allowed to serve as volunteers.

If there are no concerns with the fingerprint check, no notice will be sent by the District to potential volunteers who have been cleared. The potential volunteer is asked to check with the Human Resources Department to ensure that he or she has been cleared in advance of a trip or volunteer opportunity.

If there is a concern with the fingerprint check, the prospective volunteer will be notified by the Human Resources Department. In cases of serious concern, notification of unacceptable screening results is also given to school principals.

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Any applicant found to be a registered sex offender, on an active “wants and warrants” list, on a terrorist list, or on probation or parole will not be approved as a volunteer. Offenses listed below will disqualify a person from volunteering in our schools. In addition, other offenses may disqualify a person from service as a volunteer, as determined by the Human Resources Department, in its sole discretion.

- Aggravated murder
- First or second 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 rape
- First, second, or third degree rape of a child
- First or second degree robbery
- First degree arson
- First degree burglary
- First or second degree manslaughter
- First, second or third degree extortion
- Indecent liberties
- Incest
- Vehicular homicide
- First degree promoting prostitution
- Communication with a minor
- Unlawful imprisonment
- Simple assault
- Sexual exploitation of minors
- First or second degree criminal mistreatment
- Endangerment with a controlled substance
- Child abuse or neglect
- First or second degree custodial interference
- First or second degree custodial sexual misconduct
- 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
- Criminal abandonment
- Any drug related convictions
- First, second, or third degree theft
- Forgery
- Driving Under the Influence

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Supervision

District employees are responsible for directing and supervising the activities of volunteers. Inappropriate conduct of volunteers will be reported to the building administrator or supervisor. Building administrators and supervisors have discretion to terminate a volunteer from service at any time. District staff may notify administrators and supervisors if they elect not to have a volunteer in their classroom or program area. Volunteers shall be covered under the District's liability policy while performing their authorized duties. Any of the above listed criminal offenses shall result in termination of the volunteer service.

School volunteers shall be expected to abide by all applicable laws, District policies, and administrative procedures when performing their volunteer duties. Specific volunteer duties are approved by the building administrator or program supervisor. Duties may involve, but are not limited to, supporting libraries, classrooms, athletic programs and events, music programs, field trips, tutoring or mentoring youth, mini-lessons, career-related events, and similar activities. Other duties may include serving as a chaperone or supervisor for various situations or providing services to improve facilities, campus buildings, or equipment. Building administrators and supervisors will take the necessary measures to ensure that volunteers are supervised in a manner appropriate for the duties assigned.

School volunteers shall be restricted from access to confidential student and employee record information except as otherwise specifically provided and consistent with legal requirements and District policies and procedures. Volunteers shall be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer. Volunteers shall be required to sign a [Volunteer Agreement](#) and will be subject to being barred from volunteering if confidentiality of sensitive and/or confidential student information is betrayed by the volunteer.

Parents will be notified through student handbooks, newsletters, and the District website that schools regularly use volunteers to enrich the educational program of the school. Parents should notify the school or program area if they have concerns about contact between a specific volunteer and their child.

Orientation/Training

All volunteers will be given a Volunteer Handbook and training on volunteering in the schools. A building administrator or supervisor will meet with the volunteer and the staff member that the volunteer is assisting in order to become familiar with expectations for the volunteer assignment. The volunteer will complete training on Sexual Misconduct, Mandatory Reporting law and FERPA.

Termination

Under no circumstances shall a volunteer be considered an employee or independent contractor of the District. A volunteer shall not receive wages, salary, or other valuable consideration for the performance of his or her service. Holding the position of a volunteer is not a right, but a privilege conferred upon the volunteer by the District, acting through the building administrator of each school within the District. The District reserves the right to terminate the services or status of any volunteer in its sole and absolute discretion.

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Implementation Guidelines & Associated Documents

This policy aligns with the following CCSD governing documents:

- Carson School District Volunteer Handbook
- “More About Volunteer Screening and Background Checks”
- Carson City School District Policy & Regulation (Mandatory Child Abuse Reporting) Policy and Regulation 1020
- Carson City School District Policy & Regulation (Prevention of Educator Misconduct)

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Adopted: November 28, 2017