



GLENN DUNCAN PARENT/STUDENT HANDBOOK

2018-2019

Abstract

Important school information for Glenn Duncan parents and students.
1200 Montello St.
Reno, NV 89512
775 333-5190

Keller, Dave
duncan@washoeschools.net

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Non-Discrimination Statement: The Washoe County School District is committed to nondiscrimination on the basis of race, color, national origin or ethnic group identification, marital status, ancestry, sex, sexual orientation, gender identity or expression, genetic information, religion, age, mental or physical disability, military or veteran’s status in educational programs or activities, and employment as required by applicable federal and state laws and regulations. No District employee, including, without limitation, administrators, faculty, or other staff members, nor students shall engage in acts of bullying, harassment, or discrimination on the premises of any public school, school-sponsored event, or school bus in the District. Prohibited behaviors include cyber-bullying, sexual harassment, hazing, intimidation and retaliation.

Disclaimer: This document contains references to Board Policies and other documents pertaining to the rules and regulations of the Washoe County School District. The District reserves the right to revise any of these documents during the course of the school year. For the current version of any of these documents, please check the District’s website at www.washoeschools.net/Policy.

Daily Schedule

School Day 9:00 am until 3:00 pm

Bell Schedule 2018-19	
8:55 a.m.	School Begins
9:00 a.m.	Tardy Bell
10:45 – 11:00 a.m.	Morning recess, K, 1 st , 2 nd
11:30 - 12:10 p.m.	Lunch & recess, 3 rd , 4 th , 5 th
12:00 - 12:40 p.m.	Lunch & recess, K, 1 st , 2 nd
1:30 – 1:40 p.m.	Afternoon recess, 3 rd , 4 th , 5 th
3:00 p.m.	School Dismissed

Early Release Wednesday's Bell Schedule 2018-19	
8:55 a.m.	School Begins
9:00 a.m.	Tardy Bell
10:45 – 11:00 a.m.	Morning recess, K, 1 st , 2 nd
11:30 - 12:10 p.m.	Lunch & recess, 3 rd , 4 th , 5 th
12:00 - 12:40 p.m.	Lunch & recess, K, 1 st , 2 nd
2:15 p.m.	School Dismissed

Two – Hour Delay Bell Schedule 2018-19	
10:55 a.m.	School Begins
11:00 a.m.	Tardy Bell
11:30 - 12:10 p.m.	Lunch & recess, 3 rd , 4 th , 5 th
12:00 - 12:40 p.m.	Lunch & recess, K, 1 st , 2 nd
3:00 p.m.	School Dismissed



2018-2019 Balanced Calendar

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*11/6/18 will be counted as a day in session.

Number of Days per Quarter	44	44	48	44	180
Number of Days per Semester	88	92	180		

June 10,11, &12 Contingency Days

Teacher Work Days:
July 31, August 1-3, November 6 (1 of the 180 school days), December 21

Glenn Duncan Staff List as of 7/21/2016

Principal:

Dave Keller

Assistant Principal:

Courtney Lean

Counselor:

TBA

Office:

Sandra Reyes

Tania Estrada-Serrano

Clinic:

Nurse: Kelsey Clary

Clinical Aide: Laura Martinez

Custodian:

Jose Cartagena

John Jones

Dario Rodriguez

Computer Lab:

TBA

**Family and Community
Engagement (FACE)**

TBA

Kitchen:

Penny Salemi

Emma Weekly

Library:**Music:****ESL Teachers:**

Diane Szabo

Lori Urich

Kevin Zugel

School Psychologist:

Nicole Weber

Special Education:

Ann Byington

Gus Moreno

Roberta McCullough

Speech:

Katrina Williams

Pre-Kindergarten:

Kristen Munson

Karen Cruz

Heidi Cromer

Julie Serpa

TBA

Kindergarten:

Elizabeth Albaddani Lopez

Brooke Bard

Jenny Chonez

Lindsey Skidmore

First Grade:

Brianne Ciarlo

Katie Jahr

Lori Perez

Cheri Osborn

Second Grade:

Kelly Claus

Kimberly Hankins

Sunny Solano

Fay Thomas

Third Grade:

Caitlyn DeMartini

Salome Easdon

KayCee Goman

Cheryl Zarlow

Fourth Grade:

Jade Horne

Sharlene Robertson

Fifth Grade:

Katrina Andrist

Leslie Brown

Caylin Campbell

Attendance Policy

The Nevada Revised Statutes 392.122 is the basis for the WCSD Attendance Policy and Procedure. NRS 392.122 states that the Board of Trustees shall establish a minimum attendance requirement for promotion to the next grade or earning credit. The WCSD Board of Trustees has established a policy requiring **90% attendance** for promotion to the next grade or earning credit. Because of this change in statute, the WCSD Board of Trustees adopted a policy that considers a medical absence as an approved/excused absence if the student completes the makeup work.

Details on the Washoe County School District policy can be found at the following internet address;
<https://www.washoeschools.net/cms/lib/NV01912265/Centricity/Domain/334/WCSD%20Attendance%20Policy.pdf>

Duncan S.T.E.M Academy Playground Rules

Please see the following rules that have been created for student safety in addition to our school-wide behavioral expectations:

1. Students are to stay on the playground, past the red lines, and inside the fenced area, at all times of the day.
2. Food is to be enjoyed in the lunchroom or classroom.
3. Exit all equipment correctly, and use it correctly, including sports balls.
4. Use two finger touches, to play tag.
5. Swings:
 - Sit on your bottom
 - Face the playground
 - Swing front to back

_____ Please detach and return this bottom portion to your child's teacher _____
I have read the Duncan Playground Rules with my child.

Student's Name: _____ Date: _____

Student's Signature: _____

Parent Signature: _____

Glenn Duncan Student STOP STEPS

1. Say your feelings
2. Tell what you want
3. Own up to your part
4. Peaceful Partners

Glenn Duncan students use these steps to resolve issues before asking for help from an adult.



DUNCAN S.T.E.M. ACADEMY EXPECTED BEHAVIOR

SHOW YOUR DOLPHIN PRIDE	CLASSROOM	BREEZEWAY	BATHROOM	CAFETERIA	ASSEMBLY	PLAYGROUND
RESPECTFUL	<ul style="list-style-type: none"> *Follow classroom rules *Show empathy *Be honest *Demonstrate integrity 	<ul style="list-style-type: none"> *Use inside voices 	<ul style="list-style-type: none"> * Go at appropriate times * Knock once and wait 	<ul style="list-style-type: none"> *Use inside voices *Wait to be excused 	<ul style="list-style-type: none"> * Sit quietly *Appropriate responses *Wait to be excused *Use communication and social skills to positively interact with others 	<ul style="list-style-type: none"> *Use appropriate language *Use nice words *Maintain accountable behavior
RESPONSIBLE	<ul style="list-style-type: none"> *Be on time *Be prepared *Finish work *Identify emotions *Do your best work *Wear uniform 	<ul style="list-style-type: none"> *Walk with your class in a line 	<ul style="list-style-type: none"> *Flush *Make sure it is clean *Get adult assistance if needed 	<ul style="list-style-type: none"> *Eat *Clean up after yourself 	<ul style="list-style-type: none"> *Active listening *Sit on pockets *Understand and demonstrate personal responsibility 	<ul style="list-style-type: none"> *Use the STOP steps *Line up when the bell rings *Demonstrate the ability to prevent, manage, and resolve interpersonal conflicts in constructive ways
SAFE	<ul style="list-style-type: none"> *Pay attention *Walk *Use kind words *Use supplies correctly 	<ul style="list-style-type: none"> * WALK 	<ul style="list-style-type: none"> *Wash *Report messes *One person at a time 	<ul style="list-style-type: none"> *Walk *Raise hand for assistance *Self to self 	<ul style="list-style-type: none"> *Walk *Raise hand for assistance *Self to self 	<ul style="list-style-type: none"> *Walk to the playground *Follow playground rules *Stay on the playground side of the red line
MOTIVATED TO LEARN	<ul style="list-style-type: none"> *Have all materials *Demonstrate personal responsibility *Work as a team *Turn in your best work 	<ul style="list-style-type: none"> *Use proper routes to and from destinations 	<ul style="list-style-type: none"> *Return to class quickly *Get adult assistance if needed *Use the STOP steps 	<ul style="list-style-type: none"> *Use the STOP steps 	<ul style="list-style-type: none"> *Active listening *Demonstrate personal responsibility 	<ul style="list-style-type: none"> *Use proper routes to and from destinations *Get duty teacher assistance if needed

Delayed Start

It is possible to have a two hour delayed start due to inclement weather. A delayed start schedule will be announced when the district determines the roads are too hazardous. The delay will allow road crews to clear the roads and highways during or following a snow storm.

Delayed starts are announced by calls to your home via Connect Ed, on your local radio or television news broadcasts beginning as early as 5:00 a.m. Once announced, all Washoe County Schools (K-12) will begin two hours later than usual. Dismissal at each school will remain the same. It is not necessary to call the school for verification. Whatever the TV or radio announces is what every school in the district follows.

Enrollment

Items needed to enroll a student at Glenn Duncan:

New to District and/or incoming Kindergarteners

1. Birth Certificate
2. Shot record – originals
3. Proof of Residence – Utility bill or rental agreement
4. Parent ID

Coming from Washoe County School

1. Proof of Residence – Utility bill or rental agreement
2. Parent ID

All Students entering Washoe County School District from another school district must be in compliance with Nevada State Law NRS 392.435. It states that the students be immunized for Diphtheria, Pertussis, Measles, Mumps, Rubella, Polio, Varicella, Hepatitis A & B. Beginning July 1, 2018 parental history of chickenpox disease will not be accepted as proof of immunity.

Parent/ Guardian or student must present to the school, upon enrollment, an immunization record stamped or signed by their physician or health care provider.

Copies of records are acceptable.

THERE IS NO GRACE PERIOD.

Withdrawal of your student(s)

In order to withdrawal a student from Glenn Duncan it is required that the parent or guardian sign a withdrawal form. The form is located at the Glenn Duncan office.

Health

Should your child become ill or get hurt at school, a clinical aide or nurse will attend to the child's immediate needs. The school will make every attempt to contact you to pick them up. Please do not send your child if he/she has the following symptoms:

- Vomited or had diarrhea in the last 24 hours.
- Has a fever of 100.4 or higher.
- Obvious severe cold symptoms (severe congestion, cough, or sore throat).
- Eyes that itch, burn, are bloodshot, or draining (these can be symptoms of conjunctivitis or pink eye which is very contagious).
- If a child has been diagnosed with an illness that requires antibiotics, the child may return to school after being treated for **24** hours.

Immunization Policy

All Students entering Washoe County School District from another school district must be in compliance with Nevada State Law NRS 392.435. It states that the students be immunized for Diphtheria, Pertussis, Measles, Mumps, Rubella, Polio, Varicella, Hepatitis A & B. Beginning July 1, 2018 parental history of chickenpox disease will not be accepted as proof of immunity.

Parent/ Guardian or student must present to the school, upon enrollment, an immunization record stamped or signed by their physician or health care provider.

Copies of records are acceptable.
THERE IS NO GRACE PERIOD.

Religious/Medical/Medial Exemptions

Any parent desiring an exemption from the immunization policy for religious or medical reasons must submit a letter to the WCSD Board of Trustees at the time of enrollment. The students may be enrolled immediately pending the Board's decision. The school will be notified of the decision. Children in Transition CIT students will not be excluded for lack of immunizations.

Emergency/Crisis Procedures

We have developed a plan at Glenn Duncan that enables us to provide the best protection for our students and staff. We have monthly practice drills in an effort to make our actions automatic in the event of a real emergency situation. In order to keep our students safe and secure. It is imperative that families strictly adhere to the following:

In case of a school emergency, **DO NOT** call the school phone. It is imperative that we have our lines open for out-bound communication. If there is a major crisis, you will be notified by the school,

T. V. /radio or Connect-Ed. **It is very important that we have current phone number so that we can reach you in the case of emergency**

- In the case of a **major** emergency, where it is necessary to evacuate students from the school, **NO ONE** will be allowed to take students from the school. It is mandatory that we account for all students. Students may be evacuated to a safe location by school district buses.
- Only **PARENTS** or **INDIVIDUALS** you have listed on your emergency contact information would be able to pick students up from our new evacuation location.
- Do not come to school if you hear of an emergency until you hear from the school that it is safe. Private vehicles and extra people may block the passage of emergency vehicles or impede the safety of the students.

Emergency data: It is the responsibility of the parent to furnish emergency information including home, work and third contact numbers as well as current home address. This information is vital should we need to contact you due to illness or an accident at the school. Please inform the office in writing immediately should any change occur.

BLUE: Injury on campus. Code blue team members report to announced location with scribe sheet. Remaining staff stays off the phone/intercom lines and waits for further instruction. Students stay inside classroom and instruction continues. Keep area clear for paramedics.

RED: Danger/Threat on or near Campus. Serious security emergencies. Lock doors, cover windows, lights off, hide quietly in your room. Report/Email your status to EMERGENCY group. You will be released by law enforcement. Ignore fire alarms unless there is visible smoke.

YELLOW: Shelter in place. Threat is outdoors or off property. Close the doors, seal off the room, listen/look for instructions, and cover windows. Report/Email your status to EMERGENCY group. Continue your classroom instruction. Cleared by the “all clear, Green” via the intercom.

GREEN: Situation is normal.

Fire Alarm: Evacuate the building immediately. Teachers are the last one out to ensure the room is clear. Lights off. Close the doors but do not lock them. Line up at your assigned spot outside. Take roll and make sure all students are present (GREEN card). Report any missing students and staff to administration by holding up a YELLOW card. Wait for the all clear bell to go back inside.

Earthquake: Duck, Cover, Hold. Wait for tremor to stop. Evacuate the building if instructed to fire alarm location. Stay away from walls, windows, and power lines.

CAMPUS EVACUATIONS:

Primary Location: Second Baptist Church

Secondary Location: Pilgrim’s Rest Baptist Church

Field Trips

Field trips are scheduled by individual teachers to enhance the required curriculum for that grade level. We reserve the right to keep students that chronically misbehave at school from attending field trips. These decisions are at the discretion of the classroom teacher, Principal, or Assistant Principal. Students who are not allowed to participate in field trips because of behavioral issues will be supervised in another classroom for the duration of the field trip. **(Remember, you need to turn in volunteer form 3 weeks in advance if you want to chaperone.)**

Lost and Found

A lost and found bin is located in the cafeteria next to the school secretary's door. Parents may check it at any time. It is always a good idea to mark your child's clothing for easy identification. Students are discouraged from bringing toys, games, or any valuables as we are not responsible for lost items. The items in the Lost and Found are donated to charitable organizations at the end of year quarter.

Report Cards

Your child will receive a report card four times per year. Although there are two parent/ teacher conference scheduled per year, you are encouraged to contact the teacher with any concerns. Please feel free to involve the Parent Involvement Facilitator if you have any problems communicating with your child's teacher. Certificates are awarded to students with report cards each trimester.

- Principal's List Award- All A's (grades 3,4, 5)
- Honor Roll----- All A's & B's (grades 3,4,5)
- Perfect Attendance - 0 absences, 0 Tardy (grades 1-5)
- Merit Award----- Given to students selected by classroom teacher.
- BUG—Bringing Up Grades

Report cards will be sent home with students on the following dates;

End of Grading Period	Report Cards Issued
October 12, 2018	October 23, 2018
December 20, 2018	January 23, 2019
March 22, 2019	April 16, 2019
June 7, 2019	June 7, 2019

Family and Community Engagment or FACE...

Glenn Duncan provides assistance to parents of children served by the school in understanding topics such as the following,

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the State's proficiency level targets,
- the school's curriculum,
- how to monitor their child's progress, and
- how to work with educators and school leadership.

TBA is the current FACE at Glenn Duncan and can be reached at the main school phone number.

School Pictures

School pictures are taken by Bell Photography. If need be they can be reached at 801-771-1500. Glenn Duncan picture days can be found on the school calendar, which is located on the school website.

Special Occasions Food Days (Student Wellness Policy)

Per Nevada Department of Education and the Washoe County School District Student Wellness policy, families are not allowed to bring or provide any food to students other than their own child. Although, the WCSD Student Wellness Policy does state expectations can be made for special occasions. These days are listed on the Glenn Duncan Website and School Calendar. Food days are typically on Fridays twice a month. Please work with your child's teacher to ensure adherence to the Wellness Policy.

Student Drop-Off & Pick-Up

Back Gate: Locked at all times.

Side Gates:

Drop-off – Gates are open until 9:00 am. Please enter and exit through the gates.

Pick-up – Gates opened at 2:57 pm. Parents and students must exit through the gates and avoid passing through the cafeteria unless there is a need.

Single Point of Entry – During official school hours (9:00 am – 3:00 pm) everyone must enter Glenn Duncan through the main entrance. If a visitor needs entry during official school hours, they will have to sign-in and sign-out with the office and identification will be verified.

Bathrooms are for school staff, students and families. Traner students are not allowed to use Glenn Duncan bathrooms during school hours.

The parking lots will be closed from 8:45-9:15 am and from 2:45-3:15 pm each school day in order to alleviate a situation that could become dangerous for the students. Other Washoe County School District students are asked to make arrangements to pick up siblings/ relatives outside the gates or in front of the school.

Duncan students must use the marked crosswalks when coming and leaving school.

The yellow curb zone in front of the school is WCSD school buses only. Parents are not allowed to park in these areas from 8:45-9:15 am and from 2:45-3:15 pm each school day.

Student of the Month

Each month of the school year teachers will select one student that has highly demonstrated both positive behavior and proper social/emotional skills of the month.

- The dates for the Student of the Month can be found on the school calendar.
- Parents are encourage to attend an assembly where their child is being awarded.
- Students receive a certificate and recognition by staff and peers.

Kinder & Primary Grades AM – 10:15 to 10:45 Intermediate Grades 3-5 PM - 1:00 to 1:30

Friday, August 31st, 2018

PBIS: Be Respectful / SEL: Self-Awareness – This student demonstrates the PBIS Matrix of “I am Respectful” in and out of the classroom. In addition, this student builds and maintains relationships with diverse groups and individuals. This student can maintain a true and positive self-concept and recognize their own individual strengths or weaknesses.

Friday, September 28th, 2018

PBIS: Be Responsible / SEL: Self-Management – This student demonstrates the PBIS Matrix of “I am Responsible” by having a positive attitude and being responsible for their actions in all areas in and out of the classroom. They are aware that they are a good citizen, by cleaning up after oneself, helping others, or making a difference by standing up for others. In addition, this student regulates their emotions, manages stress, and is successful in monitoring both school and life events.

October: Kindness Month/Anti-Bullying Month

Thursday, October 31st, 2018

PBIS: Safe / SEL: Social Awareness – This student demonstrates the PBIS Matrix of “I am Safe” by demonstrating school rules and supporting other students with the rules and regulations around the school. This student can also show empathy and appreciation for others by standing up for others in situations where bullying may be occurring. They are able to uphold healthy relationships with diverse groups and individuals. Both the teacher and peers can trust this student. This student demonstrates cultural awareness and acts/speaks accordingly.

Friday, November 30th, 2018

PBIS: Be Motivated to Learn/ SEL: Relationship Skills – This student demonstrates the PBIS Matrix of “I am Motivated to Learn” in all areas. In addition, this student builds and maintains relationships with diverse groups and individuals. This student can communicate clearly to express needs and resolve conflict, using the GDSA conflict resolution strategy of the “STOP Steps” effectively.

Thursday, December 20th, 2018

PBIS: Be Respectful/ SEL: Responsible Decision Making – This student demonstrates the PBIS Matrix of “I am Respectful” in and out of the classroom by using kind words, thanking others, and befriending someone in need. In addition, this student uses problem-solving skills to address daily academic and social situations, for example, they can using mindful strategies to calm their self down in stressful situations.

Friday, January 25th, 2019

PBIS: Be Safe / SEL: Responsible Decision Making – This student demonstrates the PBIS Matrix of “Be Safe” in all areas. In addition, this student cares for his or her peers and school. This student appreciates the diverse culture of GD, and recognizes the importance of family, school and the surrounding community. This student can maintain accountable behaviors in schools, personal and community settings.

Friday, February 22nd 2019

PBIS: Be Responsible / SEL: Self-Awareness – This student demonstrates the PBIS Matrix of “I am Responsible” in all areas of the school, in the cafeteria, at recess, and in the classroom. In addition, this student regulates their emotions, manages stress, and is successful in monitoring both school and life events. I can recognize this student as one the consistently shows gratitude and appreciates their strengths while working on their weaknesses.

Friday, March 22nd, 2019

PBIS: Motivated to Learn/SEL: Self-Management – This student demonstrates the PBIS Matrix of “I am Motivated to Learn” in all areas. In addition, this student regulates their emotions, manages stress, and is successful in monitoring both school and life events.

Friday, April 26th, 2019

PBIS: Be Responsible/SEL: Social Awareness – This student demonstrates the PBIS Matrix of “I am Responsible” in all areas of the school, in the cafeteria, at recess, and in the classroom. This student can also show empathy and appreciation for others by standing up for others. They are able to uphold healthy relationships with diverse groups and individuals. Both the teacher and peers can trust this student.

Friday, May 24th, 2019

PBIS: Be Respectful / SEL: Relationship Skills – This student demonstrates the PBIS Matrix of “I am Respectful” in and out of the classroom, showing gratitude to teachers and other adults in and out of the building. In addition, this student understands social and ethical standards of behavior. This student recognizes family, school, and community supports and can connect with their community to make a difference.

Uniforms

Dear Parents or Guardians:

Glenn Duncan will be implementing a mandatory Standard Student Attire (School Uniform) policy for the 2016-2017 school year.

In order to implement a mandatory Standard Student Attire policy, a school must have followed the guidelines of WCSD Policy and Regulation 5105. Under the policy and regulation, at least 10% of the ballots given to the families that make up the population of the student body must be returned, and 51% of the votes returned must agree to implement the Standard Student Attire policy. Both Policy and Regulation 5105 were followed and families of Glenn Duncan(School Uniform) policy. policy. policy.

A parent/guardian may apply for their child to be exempt from the Standard Student Attire policy in the following two instances:

- 1) When the parent/guardian can demonstrate a bona fide religious objection to wearing the Standard Student Attire;
- 2) When wearing Standard Student Attire is inappropriate due to a verified medical condition.

I encourage you to review and discuss the Standard Student Attire requirements below with your child. All Standard Student Attire violations will result in disciplinary action in alignment with Regulation 5105 and the school-based progressive discipline plan.

- | |
|---|
| <ul style="list-style-type: none">• SHIRTS – with or without collars, long or short sleeved, with or without school logo in solid colors of Navy Blue and Light Blue allowed• SWEATSHIRTS – without hoods, with or without school logo allowed• PULLOVER HOODIES and Zippered SWEATSHIRTS are considered outerwear and do not need to comply with uniform requirements, but must be worn over approved school uniform shirt.• PANTS/SHORTS – khaki or black pants allowed. Black denim pants allowed. Blue jeans are not allowed.• SWEATPANTS – not allowed• SHIRTS/SKORTS - allowed in khaki and black. Blue jean material not allowed.• JUMPERS/DRESSES – allowed in khaki and black. Blue jean material not allowed• TIES – not allowed |
|---|

Under Regulation 5105, “the school logo may only include the school name and/or school mascot. No other names or symbols related to school athletic teams, school clubs/activities, charitable organizations, or similar groups/organizations should be on the clothing.”

We appreciate parents’ support of this mandatory Standard Student Attire policy.

Dave Keller

Principal

Glenn Duncan

Uniforms can be purchased at the office from 9:30 am to 2:30 pm. Glenn Duncan can only accept checks or cash. The cost of a uniform shirt is \$8 and are purchased from Kate's Logos. Glenn Duncan purchases the shirts from Kate's Logos for \$7. The \$1 profit on the sale of each shirt is used to purchase and maintain a shirt inventory at Duncan. Glenn Duncan sweatshirts are \$16 for the ones with a hood, zip-up sweatshirts are \$20, and crewneck sweatshirts are \$10.

School Volunteers

Parents and extended family members are welcomed as volunteers at Glenn Duncan. All volunteers **must** complete a School Volunteer Application and submit to a picture ID check. This applies to the parents chaperoning field trips. **It take 3 weeks for application to be accepted.** Volunteers assist with school activities under the supervision and direction of school personnel. Volunteers shall abide by district and school policies and practices. Additionally, volunteers are directed to check in with the office each time they visit and wear the volunteer identification. We expect our volunteers to practice confidentiality when working with staff members and students. If you are on an active "Wanted List" or have an outstanding "Warrant for Arrest,"

Overnight chaperones and volunteer coaches must be fingerprinted.

https://www.wcsdpolicy.net/pdf_files/1537%20AF-Adult_Volunteer_App%20v3.pdf

Volunteer Procedures

https://www.wcsdpolicy.net/pdf_files/1535%20AM_Volunteers-v2.pdf