



Washoe County School District

Every Child, By Name And Face, To Graduation

Volunteers Procedures Manual

www.washoeschools.net
775.348.0200
425 East Ninth Street
Reno, NV 89512

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 manual may contain references to Board Policy, administrative regulations 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. To verify the current version of any of these documents, please check the District's website at www.washoeschools.net/Page/2903.

Office of Communications and Community Engagement

Department of Volunteer Services

Physical: 494 Poplar Street, Reno, NV 89512

Mailing: PO Box 30425, Reno, NV 89520-3425

425 East 9th Street

Reno, NV 89512

775-348-0200

<http://washoeschools.net/Page/198>

Volunteer Services Mission Statement

Providing safe, productive community volunteers, volunteer programs, no-cost worker resources, and other resources for the academic support of all of Washoe County School District in a cooperative, efficient and friendly manner.

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I. INTRODUCTION

A “volunteer” is anyone who, without compensation, performs a task at the direction of and on behalf of the District. A “volunteer” must be officially registered with and approved by the District prior to performance of the task. Volunteers shall not be considered as “employees” of the Washoe County School District (“District” or “WCSD”).

This manual provides overall guidance, structure and direction to faculty, staff and volunteers regarding the volunteer process. The procedures do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The District reserves the right to change any of these procedures at any time and to expect adherence to the changed procedure.

Unless specifically stated, these procedures apply to all volunteers in all programs and projects undertaken on behalf of the District and to all schools and other sites of operation of the District.

A. Volunteer Services Department

The productive use of volunteers requires a planned and organized effort. The Volunteer Services Department, a division of the Office of Communications and Community Engagement, is responsible for the coordination of volunteers in the District. The Department provides a central contact point, offering coordinated and effective management under District guidelines for the benefit of staff, students, and volunteers.

B. Volunteer Programs

The District believes in the use of volunteer programs to:

1. Support academic achievement and District goals, to assist teachers in providing basic skills instruction and enrich quality of instruction, to enhance interpersonal experiences for students, and to assist school staff with support services;
2. Increase student motivation for learning;
3. Support student achievement by providing supplementary instruction such as, but not limited to, tutoring/mentoring;
4. Strengthen school/family/community relations through positive participation; and
5. Build an understanding of school programs among interested citizens and business/community organization partnerships.

II. VOLUNTEER CLEARANCE

1. In accordance with Nevada state law and WCSD Board Policy 4510, Protection of Students – Background Checks and Mandatory Reporting, District volunteers are subject to a criminal and civil background check and, as applicable, fingerprinting prior to beginning the volunteer opportunity.

A. Volunteer Categories

1. Regular Volunteer – Aged 18 years and older. A regular volunteer is as an individual who volunteers at least four (4) times a month or once each week; or who may work unsupervised with students. Regular volunteers, unless otherwise indicated, shall submit to a background check annually and fingerprinting prior to beginning the volunteer opportunity and every five (5) years thereafter.
2. A Non-Regular Volunteer – Aged 18 years or older. A non-regular volunteer, as defined above and not fitting the categories below, shall be subject to a background check prior to beginning the volunteer opportunity and each year thereafter.
3. Volunteer - Under Age 18. Volunteers who are under age 18 are generally students, either of the District, charter, or private schools. No background check will be conducted but parent/guardian permission is required prior to beginning the volunteer opportunity.
4. Coaches. A coach, who is not otherwise a District employee, and whether paid or unpaid, shall submit appropriate paperwork to the school at which they will be volunteering, and submit to a background check and fingerprinting prior to working with students and on an annual basis thereafter. The coach/volunteer will, under the direction of the school, provide any additionally required documentation to the Office of Human Resources.
5. Transportation of Students. Any volunteer who will transport a student who is not their own child as part of the volunteer opportunity shall, in accordance with the District's transportation of students procedures, complete the District's Annual Request to Transport Students application in addition to the volunteer application, and submit to a background check and fingerprinting prior to transporting a student(s) and on an annual basis thereafter.
6. Field/Activity/Athletic Chaperones
 - a. Chaperones of overnight student trips and/or chaperones of day trips where the trip goes outside the state of Nevada shall submit to a background check and fingerprinting prior to the trip and on an annual basis thereafter.

- b. Chaperones of day field/activity trips where the trip occurs within the school day and remains inside the state of Nevada shall submit to a background check only prior to the trip and on an annual basis thereafter.
7. Practicum Students.
- a. Practicum students are processed through the Volunteer Services Department.
 - b. Practicum students who serve in the capacity of a regular volunteer (e.g. are in the classroom weekly or 4 times in a month; or are left to supervise students) require a background check with fingerprinting. Otherwise practicum students shall be treated as a non-regular volunteer and only a background check shall be required.

B. Application Process

1. All prospective volunteers must complete the volunteer application, submit to a background check, and, as applicable, fingerprinting prior to volunteering in the District.
 - a. Applications may be found in school offices or on the Volunteer Services webpage at <http://washoeschools.net/Page/3688>.
2. Applications may be submitted to the school office or the District's Volunteer Services Department (494 East Poplar Street, Reno, Nevada) and must include a copy of the applicant's government issued photo identification.
 - a. Photo identifications which are accepted include:
 - i. Driver's license issued by a state or outlying possession of the United States, provided it contains a photograph and information such as name, date of birth, gender, height, eye color, and address
 - ii. Identification (ID) card issued within the United States or an outlying possession by a federal, state or local government agency, provided it contains a photograph and information such as name, date of birth, gender, height, eye color, and address
 - iii. Official U.S. Passport
 - iv. Official U.S. Military I.D.
 - v. Permanent Resident Card
 - vi. Foreign ID or Passport which is government issued and includes a picture

3. All volunteer applications shall be reviewed by the school administrator and/or the Volunteer Services Department. Designated staff shall verify that the name on the application matches the name that appears on the government issued photo identification.
 - a. Once the volunteer application receives preliminary approval from the school administrator or Volunteer Services Department, it shall be forwarded to the District's School Police Department, along with a copy of the ID, for a background check, in cases where fingerprinting is not required.
 - b. If the volunteer opportunity requires the applicant to submit to fingerprinting, the school or volunteer services administrator shall sign the completed application, authorizing fingerprinting by the WCSD School Police Department, and refer the applicant to the WCSD School Police Department.
 - i. Prospective volunteers are advised to make an appointment for fingerprinting through the District's online appointment system at <https://www.washoeschools.net/Page/11574>. Drop-ins are accepted but may encounter wait times as individuals with appointments shall be assisted first. Should you need assistance making an appointment, contact the school or volunteer services.
 1. WCSD School Police is located at 425 East 9th Street, Building B, Reno, Nevada. The Fingerprint Office is open from 9 a.m. – 12 p.m. and 1 p.m. – 4 p.m. Monday through Friday (excluding holidays).
 2. Directions: Cross streets are between Valley Rd. and Evans Ave. near the University of Nevada. The WCSD School Police Department is located in Building B on West side of the building. Enter through the blue double doors marked "Fingerprinting." If you have problems locating the office, go to the main entrance and ask the receptionist for Fingerprinting.
 - ii. The applicant shall take the original, authorized, signed School Volunteer Application to the WCSD School Police Department. An applicant will not be fingerprinted without your authorized School Volunteer application.
 - iii. Applicants without an authorization will be asked to return to the school for authorization.
 - c. Fingerprints and/or background checks obtained from outside entities (i.e. military clearance, sheriff's card) are not accepted by the District.

- d. The cost of fingerprinting is \$45, which is due at the time the fingerprints are taken. The cost of fingerprinting may not be waived. There is no charge for a background check only.
4. School Police will complete the fingerprinting process, and provide the applicant and school/volunteer services with confirmation of whether or not the individual is approved to volunteer.
5. The applicant shall return the confirmation to the school staff person, or Volunteer Services Division, as applicable.
6. Fingerprinting and/or Background Check Results
 - a. An individual may not volunteer until fingerprint and/or background check results have been returned and approved by the school or Volunteer Services.
 - b. The school shall ensure that only volunteers who have been cleared are allowed to serve as a volunteer or chaperone.
 - c. If fingerprints are not successfully taken or do not produce results, the applicant will be notified by mail of the need to be re-fingerprinted by School Police. Applicants must be re-fingerprinted within two weeks of a notice of fingerprinting failure. Failure to be re-fingerprinted in the required time may result in volunteering delays.
 - d. If there are no concerns with the fingerprint check, notice will be sent by the District to potential volunteers who have been cleared. The potential volunteer is asked to check with the school/department to ensure he/she has been cleared in advance of the trip or volunteer opportunity.
 - e. If there is a concern with the fingerprint check, the potential volunteer will be notified by the District's School Police or Labor Relations Departments. In cases of serious concern, notification of unacceptable screening results is given to school principals and/or Volunteer Services.
 - i. An applicant found to be a registered sex offender, on an active warrants list, on a terrorist list, or on probation or parole will not be allowed to volunteer.
 - ii. An applicant may be barred from volunteering when a criminal record exists that includes one or more of the following:
 1. The applicant is a convicted felon;
 2. The applicant is on probation for any offense (including a deferred adjudication probation) that would otherwise restrict volunteering;

3. The applicant has been convicted of a misdemeanor involving moral turpitude, or is charged with a felony or misdemeanor involving moral turpitude, until there is a final disposition of the charge. Moral turpitude refers to conduct that is considered contrary to community standards of justice, honesty, or good morals.
- iii. An individual who provides false information or fails to disclose all requested information on the volunteer application, to include a background check questionnaire, may be denied the volunteer opportunity and/or be barred from future volunteering with the District.

C. School Police – Fingerprinting / Background Checks

1. A criminal and civil background check and fingerprinting:
 - a. Requires the person's name, date of birth, gender, and race. For identification purposes, the last four digits of the Social Security number or other identifying information obtained from an approved government identification will also be requested.
 - b. Shall include a check against local, state, and national databases for arrest warrants; and,
 - c. May include a check against active restraining orders, individuals currently on probation or parole, the state and national sex offender registries, and the FBI terrorist list.
2. Fingerprint checks shall be submitted to the U.S. Federal Bureau of Investigation's (FBI) National Crime Information Center (NCIC) and the Nevada Criminal Justice Information System (NCJIS).
3. Retention of Information. Information obtained through a background check shall, in accordance with state and federal laws and regulations:
 - a. Be maintained by the WCSD School Police Department; and
 - b. Remain confidential, to the extent possible.

D. Timelines

1. Where fingerprinting is required, applicants must submit at least eight (8) weeks in advance of the volunteer opportunity.
 - a. If fingerprint results are not received within two (2) weeks of a student travel opportunity, the applicant will be unable to attend the trip.

- b. If an applicant has a criminal history that may need more time for review or if he/she anticipates fingerprinting issues, it is recommended that the fingerprinting process be started earlier than the eight (8) weeks.
2. Where only a background check is required, the application and accompanying documentation must be submitted at least two (2) weeks in advance. Please plan travel and other volunteer opportunities accordingly.

III. CODE OF CONDUCT

1. When volunteering in the District, treat everyone you encounter fairly and with respect, regardless of actual or perceived gender, size, ethnicity, race, sex, age, religion, disability, sexual orientation, gender identity, political beliefs, or economic status.
2. The District expects all volunteers to display high personal standards, which require:
 - a. Refraining from public criticism of fellow volunteers, adult leaders, students or their families, and employees of the District.
 - b. Alcohol and/or Controlled Substances. No volunteer may be impaired or under the influence of alcohol or a controlled substance while on District property, at a District-sponsored event, or while representing the District as part of a school/District organization or team. The possession, use, sale, and/or distribution of alcohol, controlled substances, and/or paraphernalia is prohibited. In accordance with federal law, this prohibition includes marijuana in any of its forms. Violations shall be reported to the building site administrator.
 - i. "Impaired" means under the influence of a substance such that the individual's motor senses (i.e. sight, hearing, balance, reaction, reflex) or judgment either are or may be reasonably presumed to be affected.
 - c. No smoking. The smoking, use, and/or sale of tobacco, tobacco products, or paraphernalia by any individual while on District property, on District-provided transportation, or at school- or District-sponsored activities and events is prohibited. This includes carrying lit tobacco products and the use of smokeless tobacco products, to include "herbal" or "fake" chew, or any device which simulates smoking such as an electronic cigarette, cigar or pipe, personal vaporizer, e-hookah, or electronic nicotine delivery system. Violations shall be reported to the building site administrator.
 - d. Weapons. The possession and/or use of weapons on school property is prohibited. This includes individuals who have a permit to carry a

concealed weapon (CCW) as state law does not allow firearms on school district property.

- e. Surreptitious, secret or unauthorized electronic surveillance is prohibited on any school property without the knowledge of the person being observed.
- f. Refrain from the use of profane, insulting, or otherwise offensive language. Just as we expect students to refrain from using inappropriate language while at school, we also expect the same from teachers, staff and volunteers. Children easily pick up on what we say; keep in mind that what is a harmless slang term to you may be offensive to another adult or student.
- g. Refrain from any conduct that causes damage to or the destruction of District or personal property.
- h. Cell phones. Volunteers are asked to refrain from the use of personal devices such as a cell phone when such use may create a disruption to the instructional or working environment.

IV. CONFIDENTIALITY

1. What you hear and observe about students, families, and staff while volunteering in a school is **confidential**. For schools to provide the best environment for learning, everyone's privacy must be respected.
2. Volunteers may be asked to complete a Confidentiality Agreement. See Addendum C.
3. Volunteer applicants, by signing the Volunteer Application, acknowledge and agree that he/she:
 - a. May have access to confidential student information;
 - b. Will maintain complete confidentiality regarding the information obtained while serving as a volunteer;
 - c. Will not divulge to anyone any matters discussed, including discussions by District employees or any student behaviors/interactions, written materials or computerized records which are viewed while serving as a volunteer;
 - d. Will comply with all applicable policies and regulations of the District, to include the District's prohibition against harassment and discrimination; and
 - e. Will follow established procedures of the District regarding disclosure of information.

A. Grading Papers

1. School volunteers may be asked to help with grading student papers. Access to other student's scholastic information is up to the discretion of the school principal and teacher.
2. It is recommended that any volunteer with access to a student's scholastic information complete a Confidentiality Agreement. Check with your school's secretary.

B. Student Educational Records

1. Having access to private information about students is not to be taken lightly. The District is obligated to protect the confidentiality of student educational records and complies with state and federal laws and regulations which protect the privacy interests of parents/guardians and students. These laws include, but are not limited to:

- a. Family Education Rights and Privacy Act (FERPA)
- b. Individuals with Disabilities in Education Act (IDEA)
- c. Protection of Pupil Rights Amendment (PPRA)
- d. Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) Chapter 392, Pupils

2. For additional information on PPRA or FERPA for students in General Education programs, please contact:

Washoe County School District
Student Accounting Department
390 Edison Way (location address)
P.O. Box 30425 (mailing address)
Reno, NV 89520-3425
Phone: (775) 861-4428

3. For additional information on IDEA for students who are in Special Education programs, please contact:

WCSD Student Support Services Department
425 East Ninth Street (location address)
P.O. Box 30425 (mailing address)
Reno, NV 89520-3425
Phone: (775) 789-4633

V. DUTIES & RESPONSIBILITIES

1. Volunteers perform under the direction and supervision of school personnel or other designated staff and should know and follow all District policies and regulations and school rules.
2. All volunteers are required to sign in at the school office and wear a visitor's badge.

A. Communicate

1. Communicate and remember you are part of a team.
2. Do your best to communicate with the teacher or school staff. Similarly, school staff should contact you if your volunteer time is canceled or changed for any reason.
3. If you must be absent, call the school and let them know. The students will be disappointed you cannot come, but are reassured that you care enough to call.

B. Volunteer Hours/Weather Cancellation

1. Arrive a little early so there is time for communication and direction.
2. Let the teacher, secretary, or whomever is supervising your work as a volunteer know in advance if your schedule changes or if you cannot make it when you are expected. Determine in advance the best way to communicate-email, phone, written, text.
3. Volunteers help in schools during regular school hours, usually the same hours that the school office is open and children are attending school. On special occasions, volunteers are asked to volunteer on an evening or weekend, but always under the supervision of a staff person.
4. In case of bad weather, check the news, the District's website at www.washoeschools.net, District social media, or call the parent line at 775-334-8373 to get the latest information, to find out if there is a delayed start or if school is canceled.
5. Check the school's calendar, so you know when the school is in session.

C. Responsibilities of Volunteers

1. Understand and accept students in terms of their own background and values.
2. Support and supplement the instructional program of the classroom teacher.

3. Attend recommended or required orientation and training sessions.
4. Be prompt, dependable, and regular in attendance.
5. Know and observe all District and school rules and procedures (i.e. fire drills, accident reporting, lunch and coffee privileges, student restroom and drink privileges, inclement weather procedures).
6. Discuss problems that arise with the teacher, Administrator, staff, or Volunteer Services Coordinator.
7. Immediately notify the principal, teacher, counselor, or school nurse if a student confides in them about an abusive situation. See Section XII for information related to mandatory reporting of suspected child abuse or neglect.
8. Respect confidentiality at it relates to the school, students, and staff. Ensure that a child's work and behavior in school are held in confidence.
9. Remember that you are acting as a role model for children, not only in how you interact with others at school, but who you are as a person.

D. Tips for Volunteers

1. Be patient when working with students.
2. Names are important. Make sure you say the student's name the way the student wants it to be said. Learn to spell it correctly. Make sure the student knows your name and can pronounce it correctly.
3. Show that you are interested in the student as a person by listening carefully to what they say and showing you care by words and action.
4. Encourage and support student successes. Build self-confidence by praising them honestly and frequently. Remember attentiveness and effort can be as important as performance. Accentuate the positive and minimize the negative.
5. Avoid making comparisons between students, between teachers and between schools.
6. Always remember to be fair and consistent.
7. Students make mistakes. Let them know that making mistakes is part of learning. Do not be afraid of making mistakes yourself.
8. Be trustworthy and honest in your approach and attitude.

VI. SUPERVISION

1. Volunteers function in a position of trust and the District does not extend that volunteer/student trust relationship outside of the supervised school environment. It is the responsibility of the volunteer to notify the site administrator immediately if he/she becomes involved with a student/ family outside the District/school environment.
2. As the relationship with a student progresses, he/she may begin to trust and confide in you. Take time to listen to students. However, do not make a promise you cannot keep. If a student reveals information relating to a possible abusive situation or other safety concern, let the student know that you care and are there to listen but that you are legally required to pass this information on to a teacher, counselor, or principal who can offer them help. There is also a chance that someone may already have insight into the situation, which could help you to understand and work better with that student.
3. Personal information about yourself should be shared only as it is relevant to the work you are doing with the student. Avoid giving personal contact information such as your address, phone and email.
4. Use common sense: Never isolate yourself with a student.
 - a. Volunteers should be in public areas (e.g. hallways, classroom, library, cafeteria, etc., anywhere a staff member could stop by anytime and check on a volunteer, no locked doors or secluded areas).
 - b. Volunteer locations within a school will vary, depending upon availability and the preference of the student's teacher. Many schools are crowded, so you may end up working with the student in the hallway. Try to find a quiet space with as few distractions as possible.
 - c. A teacher may direct you to an empty classroom. Be sure to leave the door open at all times, and to sit in two desks which are easily seen by those passing by. Always work in a public area, on site.
 - d. A teacher may ask you to escort a student to the restroom. Never enter the restroom with a student but wait for the student in the hallway.
5. If you are working with a student in an after school program, it may be tempting to offer the student a ride home. **Never go off site with a student, and never give them a ride in your car.** Your volunteer experience is limited to the public school setting.
 - a. Volunteer experiences that require driving a student require additional background screening and approval of the District's Transportation

Department. (See "Annual Request to Transport Students Application" – Addendum D)

A. Discipline or Behavior Problems

1. As a school volunteer you may notice students disobeying school or classroom rules. Your responsibility is to call such matters to the attention of the teacher or other supervising school personnel. To the best of your ability, do not take corrective measures into your own hands.
 - a. Corporal punishment, the intentional infliction of physical pain upon or the physical restraint of a student for disciplinary purposes, by a District employee or volunteer is prohibited.
2. Each school has a personality or culture of its own. Learn about the school's general disciplinary procedures to avoid any misunderstanding. Please check with your school contact.

B. Student/Volunteer Relationships

1. Can I hug my student?
 - a. Some students, especially at the elementary level, will naturally become attached and show affection. Students may crave affection and attention, so it is important that you handle the situation with sensitivity.
 - b. **A front hug is inappropriate and should be avoided.** Turn it into a side hug by carefully putting your arm around a child's shoulder.
 - c. Use other signs of affection, such as "high fives."
 - d. Regardless of age, students should never sit on your lap.
2. What are some safer touch areas? Areas that are safest to touch are a student's shoulders, upper back, arms, and hands.
3. Remember to keep in mind the cultural perspective and personal context of touch from the student's perspective. Cultural influences, beliefs and personal history affects a student's comfort level regarding personal boundaries. Some children are not inviting of touch and may want more personal space; respect their wishes.
4. Special circumstances may arise where touch that exceeds these guidelines will be necessary. Special education, nursing and coaching may require additional student contact for the health and hygiene needs of the student. Be clear (to yourself and the student) about when, where, why and how you are touching the student.

VII. GENERAL INFORMATION

A. Employees as Volunteers

1. The District accepts the services of staff as volunteers. This service is accepted provided that the volunteer service is:
 - a. Provided totally without any coercive nature;
 - b. Involves work which is outside the scope of normal staff duties; and
 - c. Is provided outside of usual working hours.
2. A parent/guardian who is a staff member must complete the volunteer application before serving as a volunteer (i.e. acting as a chaperone on a field trip). Such staff member is not required to be screened (background check or fingerprinting).

B. Scope of Volunteer Involvement

1. Volunteers may be utilized in many programs and activities of the District and serve at appropriate levels of skill as determined by the Volunteer Services Department. Volunteers may not, however, be utilized to displace any paid employees from their positions.
2. This manual will be made available to every individual outlining the general procedures for volunteering.

C. Liability Coverage

1. The District provides liability coverage and an accident policy for its volunteers that provides up to \$1,500 after any other valid and collectable insurance. In order to have this coverage, **all volunteers must be approved, have the appropriate background check/fingerprinting completed, and sign in on the school's volunteer / visitor sign in sheet** (in every school office) every time they volunteer.
 - a. If you are in an accident while volunteering for the District, ask staff for an incident form, fill it out, and turn into your school or department contact.
2. Volunteers are not covered by Workers' Compensation.

D. Diversity

1. The District embraces differences to create an equitable, academically enriching, safe and welcoming school environment for all students, their families, faculty

and the community, regardless of gender, size, ethnicity, race, sex, age, religion, political beliefs, disability, sexual orientation, gender identity, or economic status.

2. Some suggested activities for becoming a culturally responsive volunteer include:
 - a. Engage in reflective thinking and writing. Volunteers must reflect on their actions and interactions as they try to discern the personal motivations that govern their behaviors. Understanding the factors that contribute to certain behaviors (e.g., racism, ethnocentrism) is the first step toward changing these behaviors. This process is facilitated by autobiographical and reflective writing, usually in a journal.
 - b. Explore personal and family histories. Volunteers could explore their early experiences and familial events that have contributed to their understanding of themselves and others.
 - c. Acknowledge membership of different groups and evaluate how belonging to that group influences how one relates to and views others.
 - d. Learn about the history and experiences of diverse groups.
 - e. Visit or read about successful volunteers in diverse settings.
 - f. Develop an appreciation, acceptance and respect for diversity.

VIII. MISCELLANEOUS PROVISIONS

A. Upon Arriving

1. When you first meet with your teacher/supervisor, plan to discuss the following:
 - a. Days and times to work in classroom/school;
 - b. Procedures to keep in touch with teacher/supervisor (regular conferences, telephone conversations, notes, informal meetings);
 - c. Alternate plans for days when the teacher/supervisor is absent;
 - d. How the teacher/supervisor will communicate the day's assignment (folder, note or other means);
 - e. How the students will address the volunteer (school or volunteer's preference of having students use first name or Mr. /Ms. /Mrs.);
 - f. Materials, strategies or games to be used;
 - g. Teacher/supervisor's classroom/school procedures and rules (such as management system, reinforcement techniques, organizational plans,

emergency procedures, where volunteer leaves personal belongings, and whether volunteer is welcome in teachers' lounge and lunchroom); and

- h. Protocol for informing school/teacher/student about volunteer absence.
2. If you work on academic areas with students, you should also discuss:
 - a. Pertinent background information about the student(s) the volunteer will work with (within the appropriate standards of student information confidentiality);
 - b. Special needs of the student(s);
 - c. Tips for working with specific students (learning style and reinforcement techniques);
 - d. Procedures for taking student(s) out of classroom for individual work;
 - e. Designation of work area location; and
 - f. Alternate plan if student is absent.

B. What To Wear

1. Wearing appropriate, practical, and comfortable clothing is another way you can be a role model.
2. If you have a question on what is appropriate, feel free to ask for a copy of the school's dress code or to talk with the principal, a teacher, or another school volunteer.

C. Personal Possessions

1. If you plan to bring personal possessions into a school, please check with your school contact to determine what is appropriate to bring and where to store it safely.

D. Interests and Talents

1. The District wants to make the best match possible between volunteer opportunities and your interests and talents. Let school personnel or Volunteer Services know how you can best contribute. Your input may lead to the development of additional volunteer opportunities.
2. To see what opportunities are available at Washoe County School District please contact the Volunteer Services Department or visit their webpage at <http://www.washoeschools.net/Domain/91>.

E. Volunteer Groups

1. All volunteer groups (i.e. 360 Blueprint, Urban Roots, Lions Club) should come to Volunteer Services for application screening and Volunteer Administrator signature for fingerprinting if needed.
2. Call Volunteer Services at 775-348-0222 to confirm if a group member has been screened and cleared for volunteering.

F. Volunteer Groups with Animals

1. Except as described in Administrative Procedure 7330, Animals on School Grounds, pets and other animals are not permitted on District property.
2. Animals which are potentially dangerous to humans, to include wild animals, poisonous reptiles, and poisonous insects, are only allowed in the school if they are there for an educational purpose.
3. The handler of such animals, prior to bringing the animal(s) on school property, must:
 - a. Be approved as a volunteer following the volunteer screening procedures; and
 - b. Provide a completed District Independent Contractor Agreement with appropriate proof of insurance.
4. The Volunteer Services Department will work with volunteer groups with animals, to include volunteer screening procedures and obtaining the independent contract agreement with proof of insurance.

G. Volunteers in Kindergarten Classes

1. Please note, kindergarten classes operate on schedules which may differ from other grade levels and often seem to be "autonomous" entities with their school.
2. Check with your school contact for kindergarten schedules.

H. Transportation of Students

1. Volunteers are not allowed to provide transportation for students unless they have prior approval and have completed the required forms.
2. Contact school staff for assistance or check with the District's Transportation Department at 775-337-7735.

I. Volunteers in the Upper Grades

1. Sometimes volunteers do not feel needed or welcome by students or teachers in upper grade levels. Be assured, however, that your presence and assistance is still welcome and needed. Volunteering with older students is just as important as in the early grades; it simply has to be adapted to the developmental and educational needs of the students.
2. If you would like to volunteer with older students and are unsure how, speak to the principal, school contact, a teacher or Volunteer Services for specific ideas.

J. Volunteering with Young Children

1. Volunteers should not bring their young children to school while performing their volunteer duties.
2. Children of volunteers are not allowed on school field trips. Only students in the class can attend.

K. Parents/Guardians as Visitors

1. A parent/guardian who wishes to visit his/her child's classroom, may do so in accordance with Board Policy 1505, Visitors to District Property. In this case, there may be no interaction with other students in the classroom.
2. A parent/guardian who wishes to observe a field trip or activity but not serve as a volunteer/chaperone, may not ride the school bus or interact with students at the location of the field trip or activity.

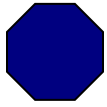
L. Episodic or One-Time Volunteer Opportunities

1. Check the District's one-time or episodic volunteering opportunities at <http://www.washoeschools.net/Domain/91>.

IX. SCHOOL SAFETY

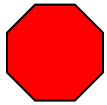
1. For code announcements, please read the Emergency Codes Information below.
2. For additional school safety information/training, contact Volunteer Services at 775-348-0346.

A. Emergency Codes of the District



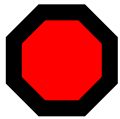
BLUE: Injury or medical emergency on campus or in building.

Code Blue Team members report to announced location. Remaining staff stays off phone/intercom lines and waits for further instructions.

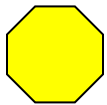


RED: Danger on campus or in building.

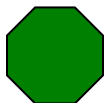
Secure and lock doors/lights out/take shelter. When the building is in a Code Red, ignore fire alarm (for example, an unwelcome individual in the building could use the fire alarm to try to lure people out from hiding). Wait for an "all-clear" announcement from an official or familiar voice. Stay away from all doors and windows. If all is OK in your room, display a green card under door or in window.



Code Red 89—Bomb threat. Evacuate as previously instructed, or ask for the location from your school contact, and meet at the designated location.



YELLOW: Heightened Security. Remain in office or classrooms with doors locked. Maintain instructional schedule. Do not leave until the all-clear is delivered. Examples include natural disasters, suspicious person, violent fight, and nearby danger.



GREEN: Acceptable "All-Clear" from administrator on the intercom. Resume regular activities.

B. Fire Alarm:

1. Evacuate building immediately.
2. Line up at designated locations. Ask for the location from your school contact.
3. Wait for the all clear bell or further instructions.

C. Earthquake:

1. Duck, Cover, Hold.
2. Wait for tremor to stop.
3. Evacuate the building, if instructed, to designated fire alarm evacuation location.
4. Stay away from walls, windows, and power lines.

D. For Emergencies

1. Medical information should be provided to your school contact in case of an emergency. Make sure your school/department contact knows an emergency contact person and is aware of any medical issues or important medications.
2. Emergency contact information may also be provided on the volunteer application.

X. VOLUNTEER ORIENTATION, TRAINING & LEARNING OPPORTUNITIES

1. Although this handbook has been designed to cover general information and procedures, your school or volunteer assignment may have additional volunteer information. We recommend volunteers ask for school calendars as they can be very helpful to keep track of what is happening and days a school might be closed.

A. Volunteer Training and Learning Opportunities

1. Some volunteering requires specific trainings. Training can be provided through Volunteer Services at 775-348-0346 or at a school or department site. When volunteering, it is always best to ask for training on where supplies are located, how to use certain office equipment, as well as specific school practices. Each school/department is different and being flexible and asking questions is part of learning how to help, each school may be a little different, so ask your assigned school contact.
2. School volunteers are strongly encouraged to participate in any school-wide training/workshops or activities which allow volunteer participation.
3. If you encounter problems, issues or have concerns while volunteering, ask your school contact for assistance or contact Volunteer Services at 775-348-0346.

XI. BULLYING, HARASSMENT, DISCRIMINATION PROHIBITED

1. The District is dedicated to providing a safe and respectful learning and working environment free from bullying, cyber-bullying, harassment, sexual harassment and discrimination; as well as identifying and correcting practices and policies that perpetuate negative beliefs and behaviors. This commitment includes the actions and behaviors of students, faculty and staff, coaches and volunteers, parents/guardians and families, and other visitors to District schools, school buses and other facilities.
2. The District seeks to ensure all members of the community have access to resolve concerns and complaints. Check with your school administrator about reporting mechanisms within your school. Additionally, any individual may report bullying using the District's online reporting method at www.wcsdbullying.com.

Definitions

1. "Bullying" means written, verbal or electronic expressions or physical acts or gestures, or any combination thereof, that are directed at a person or group of persons, or a single severe and willful act or expression that is directed at a person or group of persons, and:
 - a. Have the effect of: physically harming a person or damaging the property of a person; or placing a person in reasonable fear of physical harm to the person or damage to the property of the person; or
 - b. Interfere with the rights of a person by: creating an intimidating or hostile educational environment for the person; or substantially interfering with the academic performance of a pupil or the ability of the person to participate in or benefit from services, activities or privileges provided by a school; or
 - c. Are acts or conduct described in paragraph (a) or (b) and are based upon the: actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person; or association of a person with another person having one or more of those actual or perceived characteristics.
 - d. The term "bullying" includes, without limitation: Repeated or pervasive taunting, name-calling, belittling, mocking or use of put-downs or demeaning humor regarding the actual or perceived race, color, national origin, ancestry, religion, gender identity or expression, sexual orientation, physical or mental disability of a person, sex or any other distinguishing characteristic or background of a person; Behavior that is intended to

harm another person by damaging or manipulating his or her relationships with others by conduct that includes, without limitation, spreading false rumors; Repeated or pervasive nonverbal threats or intimidation such as the use of aggressive, menacing or disrespectful gestures; Threats of harm to a person, to his or her possessions or to other persons, whether such threats are transmitted verbally, electronically or in writing; Blackmail, extortion or demands for protection money or involuntary loans or donations; Blocking access to any property or facility of a school; Stalking; and Physically harmful contact with or injury to another person or his or her property. (NRS 388.122)

2. Cyber-Bullying. Bullying through the use of electronic communication. The term includes the use of electronic communication to transmit or distribute a sexual image of a minor.
3. Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful when enduring the offensive conduct becomes a condition of continued employment; or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.
 - a. Anti-discrimination laws also prohibit harassment against individuals in retaliation for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit under these laws; or opposing employment practices that they reasonably believe discriminate against individuals, in violation of these laws.
4. Discrimination. Discrimination is the distinguishing treatment of an individual based on their actual or perceived membership in a certain group or category, in a way that explicitly or implicitly affects an individual's employment, prevents or denies equal access to programs or benefits; unreasonably interferes with an individual's work performance; or creates an intimidating, hostile or offensive educational or work environment.
 - a. "Discrimination" based on race, color, religion, sex (including non-conformity to gender stereotypes), sexual orientation, gender identity or expression, age, disability, religious preference, or national origin is prohibited.
 - b. "Disability" means, with respect to a person: 1) a physical or mental impairment that substantially limits one or more of the major life activities of the person, including, without limitation, the human immunodeficiency virus; 2) a record of such an impairment; or 3) being regarded as having such an impairment.

- c. "Gender identity or expression" means a gender-related identity, appearance, expression or behavior of a person, regardless of the person's assigned sex at birth.
 - d. "Sexual orientation" means having or being perceived as having an orientation for heterosexuality, homosexuality or bisexuality.
- 5. Hazing. Hazing is an activity in which a person intentionally or recklessly endangers the physical health of another person for the purpose of initiation into or affiliation with a student organization, academic association or athletic team at a high school.
- 6. Retaliation is adverse action (e.g. payback, retribution, revenge) taken against an individual for engaging in legally protected activity such as making a complaint of harassment or participating in workplace or school site investigations.
- 7. Sexual Harassment. Sexual harassment is a form of sexual discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive educational or work environment. The term sexual harassment includes sexual violence under Title IX of the Educational Amendments.
 - a. A hostile environment is created when sexual harassment is sufficiently severe, persistent or pervasive, and objectively offensive that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the District's/school's educational (and/or employment) programs and/or activities.

XII. CHILD NEGLECT AND ABUSE REPORTING INFORMATION

A. Suspicion of Abuse and/or Neglect

- 1. In accordance with state law and Board Policy 4510, Protection of Students – Background Checks and Mandatory Reporting, all volunteers "who know or have reasonable cause to believe" that a child has been abused or neglected must report the suspected child abuse and/or neglect.
 - a. Nevada state law extends to every person immunity from civil or criminal liability who, in "good faith", makes a report.

2. A volunteer who receives an initial report from a student or has reason to believe a child has been abused or neglected shall file a report with the Washoe County Human Services Agency's Child Protective Services (CPS) and WCSD School Police Department, or another law enforcement agency, as soon as possible but not later than 24 hours after receiving the report. Following are offenses which require reporting under the mandatory reporting laws:
 - a. Suspected abuse or neglect.
 - i. Physical or mental injury of a non-accidental nature;
 - ii. Sexual abuse or sexual exploitation;
 - iii. Negligent treatment or maltreatment of a child caused or allowed by a person responsible for his/her welfare under circumstances which indicate that the child's health or welfare is harmed or threatened with harm;
 - b. Sexual conduct between a District employee or school volunteer and a student; and/or
 - c. Luring of a child by a District employee or school volunteer.
3. A volunteer who receives an initial report from a student or has reason to believe that a student has been subjected to corporal punishment by a staff member or volunteer shall file a report with the Washoe County Human Services Agency's Child Protective Services (CPS).
4. Reporting Procedures
 - a. The report must be made **as soon as reasonably practicable** but not later than 24 hours after the person knows or has reasonable cause to believe that the child has been abused, neglected, or subjected to corporal punishment.
 - i. A person "has "reasonable cause to believe" if, in light of all the surrounding facts and circumstances which are known or which reasonably should be known to the person at the time, a reasonable person would believe, under those facts and circumstances, that an act, transaction, event, situation or condition exists, is occurring or has occurred." (NRS 432B.121)
 - b. A school counselor or nurse may be consulted to assist with reporting. However, reports must be made by the person with the actual information.
 - c. Staff/volunteers shall not attempt to investigate the matter and shall only report information which is already known or suspected. School personnel

do not have responsibility or authority for determining whether protective care is needed. Child Protective Services, in cooperation with law enforcement, will determine if protective care is needed in accordance with Child Protective Services' policies.

- d. The report may be made to Child Protective Services by telephone or by any other means of oral, written or electronic communication. The report shall contain the following information, if available.
 - i. The name, address, age, and sex of the child;
 - ii. The name and address of the child's parents or other person responsible for the care of the child;
 - iii. The nature and extent of the abuse or neglect of the child;
 - iv. Any evidence of previously known or suspected abuse or neglect of the child or the child's siblings;
 - v. The name, address and relationship, if known, of the person who is alleged to have abused or neglected the child; and
 - vi. Any other information known to the person making the report that Child Protective Services or law enforcement considers necessary.
- e. The school administrator should be notified after contacting Child Protective Services.
- f. Law Enforcement Notification
 - i. WCSD School Police or local law enforcement shall be contacted related to any actual, suspected, possible, or potential inappropriate relationship, interaction, or communication, to include grooming behaviors, between a staff member or volunteer and a student. "Grooming" is generally defined as the process of creating an emotional connection with a child for the purpose of sexual abuse or exploitation.
 - ii. This includes when an employee or volunteer suspects: physical or sexual abuse to the child has occurred; the child is a victim of sex trafficking; or the child may be endangered if the child returns home.
 - iii. Where appropriate, school Police shall inform local law enforcement who will conduct the investigation.
- g. Parent/Guardian Notification. Staff/volunteers shall NOT notify a parent/guardian of a report to Child Protective Services regarding

suspected abuse or neglect that may have occurred outside of school hours. In the event that a parent/guardian contacts staff regarding a report of suspected abuse or neglect, inquiries shall be referred to Child Protective Services and the local law enforcement agency as applicable.

3. The following factors may be present when abuse has occurred but do not guarantee an abusive situation. Volunteers are encouraged to seek the assistance of a school administrator, nurse, teacher, counselor or school Police officer.
 - a. Signs of injury, such as welts, bruising, cuts, burns, fractures, or swellings.
 - b. A history of repeated, untreated, or unexplained physical injury.
 - c. A contradiction between the story, "I fell off my bed" and the physical evidence, such as repeated bruising.
 - d. The student appears to be uncomfortable or fearful when talking about the injury.
 - e. Student alludes to or seems preoccupied with sexual matters.
4. Vulnerable persons. The District encourages the reporting of the abuse, neglect, exploitation, isolation or abandonment of a vulnerable person, specifically of those students in the District who are aged 18 or over who:
 - a. suffer from a condition of physical or mental incapacitation because of a developmental disability, organic brain damage or mental illness; or
 - b. Have one or more physical or mental limitations that restrict the ability of the person to perform the normal activities of daily living.
5. Failure to Report. A person who knowingly and willfully fails to report:
 - a. Shall be subject to disciplinary action in accordance with the District's discipline procedures; and
 - b. May be guilty of a misdemeanor under state law.

B. Reporting Agencies

1. If you believe a child is in immediate danger, call 911.
2. Washoe County Human Services Agency, Child Protective Services, During regular business hours
 - o 775-785-8600, P.O. Box 11130, Reno 89520

3. Reno Police Department, Phone 775-334-2677 (COPS); Fax 775-334-2505
4. Sparks Police Department, Phone 775-353-2231, Fax 775-353-2436
5. Washoe County Sheriff's Department, Phone 775-328-3001; Dispatch 775-785-9276; Fax 775-325-6461



Administrative Form 1537
ADULT VOLUNTEER APPLICATION

Volunteer Services: 494 Poplar Street, Reno, Nevada 89512 / volserv@washoeschools.net / 775-348-0346

Date _____ Photo ID Check (initial and attach a copy of photo ID) _____

Location/school: _____

Regular Volunteer: Program/Purpose: _____

Field Trip: Date(s) _____ Overnight or Out-of-State Day Trip (Must be fingerprinted)

Applicant Name: _____
(Last Name, First Name, Middle Initial – enter exactly as shown on photo identification)

Phone: _____ Email: _____

Physical Address: _____
(Street, City, State, Zip Code)

Mailing Address: _____
(If different from above – street/PO Box, City, State, Zip Code)

Date of Birth: ____/____/____ Last four digits of Social Security Number (if available): _____

Gender: _____

I am a (check all that apply): Parent/Guardian of a District student Other Family Member / Caretaker
 Community Volunteer District Employee

If you are a parent/guardian or caretaker, list student and teacher name(s):

If volunteering as part of a community organization/business member, list the name(s) of the organization/business:

If you are NOT a parent/guardian or caretaker, please provide two (2) non-relative references:

Name	Relationship	Phone	Initial: Reference Checked
_____	_____	_____	_____
_____	_____	_____	_____

Name	Relationship	Phone	Initial: Reference Checked
_____	_____	_____	_____
_____	_____	_____	_____

In Case of Emergency, contact:

Name	Relationship to you	Phone
_____	_____	_____
_____	_____	_____

Emergency medical information/conditions (i.e. asthma)

Criminal information **MUST** be disclosed no matter how long it has been since the offense/arrest. Have you **EVER** been **arrested** (even if the charges were dropped), **convicted**, **pled guilty** or **pled no contest** to:

- A criminal offense, other than a minor traffic violation? This includes, but is not limited to, a felony, gross misdemeanor, misdemeanor, DUI, etc.: Yes _____ No _____
- A drug or sexual related offense or act of violence? Yes _____ No _____
- Been reported for child abuse/sexual activities involving a student or minor or had charges filed against you by a school district, state/county agency, police or court? Yes _____ No _____

If yes to any of the above, please explain the type(s) of offense(s), location(s), and date(s) in the space below. Attach a sheet if necessary.

Date	Charge/Offense	Disposition	Penalty	Explanation

Note: Any applicant found to be a registered sex offender, on an active warrants list, on a terrorist list, or on probation or parole WILL NOT BE ALLOWED TO VOLUNTEER at Washoe County School District. When applicable, fingerprinting shall be conducted by the District's School Police Department. The District reserves the right to disallow any individual from serving as a volunteer.

Ethnic Code Information (Check the code that best represents your ethnic identity) – Optional

African-American Alaskan/Indian Asian/Pacific Caucasian Hispanic Other

_____ I understand and agree that while a visitor/volunteer on District property or at a District activity, I may have access to confidential student information. I understand and agree that by signing this document, I will maintain complete confidentiality regarding the information I obtain in such capacity. I understand and agree that I will not divulge to anyone any matters discussed, including discussions by District employees or any student behaviors/interactions, written materials or computerized records which I view. I understand and agree that if I receive calls or contacts from anyone requesting information from me regarding any District information, that I will follow established procedures of the District regarding disclosure of information.

_____ I affirm that I have read, understand, and agree to abide by all the information in this document and the District's Volunteers Procedures Manual (AM 1535) and that all the information I have provided in this application is true and complete to the best of my knowledge. I understand that the District reserves the right to verify all information on this application form and that any false statements or failures to disclose information may be sufficient to disqualify me as a volunteer. I hereby authorize the District to obtain information relating to my current and / or previous employment, education, and personal history records.

By signing below, I acknowledge that I understand, agree with, and will comply with the above statements:

_____ _____ _____
Signature *Print Name* *Date*

ADMINISTRATOR ONLY

I have reviewed the disclosed information above and ACCEPT _____ DO NOT ACCEPT _____ this applicant as a volunteer on our campus.

Fingerprinting Required _____ Background Check Required: _____

Principal Signature: _____

OFFICIAL USE ONLY

School Police check: Valid DL _____ SO Check _____ Fingerprinting check _____

Notes: _____

PROCEDURE

1. For additional information related to the volunteer application process, to include fingerprinting and background checks, refer to Administrative Manual 1535, Volunteers, for specific information or contact the District's Volunteer Services Department at 775-348-0346, or email volserv@washoeschools.net.
2. Prospective volunteers shall complete this volunteer application form and submit to a background check and, as applicable, fingerprinting, prior to volunteering in Washoe County School District ("District"). Return the completed application, with a copy of your government issued photo ID, to one of the following locations:
 - School Office
 - In person at WCSD Volunteer Services Department
494 East Poplar Street, Reno, Nevada 89512
 - By mail:
WCSD Volunteer Services Department
PO Box 30425, Reno, NV 89520-3425
3. A "volunteer" is anyone who, without District compensation, performs a task at the direction of and on behalf of the District.
 - a. A "volunteer" must be officially registered with the District prior to performance of the task. However, approval of the volunteer application does not guarantee the volunteer opportunity.
 - b. Volunteers are not considered employees of the District.
 - c. The District reserves the right to deny any individual from serving as a volunteer.
 - d. An applicant found to be a registered sex offender, on an active warrants list, on a terrorist list, or on probation or parole will not be allowed to volunteer.
 - e. Background checks must be completed annually. Fingerprinting may be required annually or every five (5) years depending on the volunteer opportunity.
4. Background checks and fingerprinting shall be conducted by the WCSD School Police Department.
 - a. An application for an event/opportunity that requires fingerprinting must be submitted a minimum of eight (8) weeks in advance.
 - b. An application for an event/opportunity that requires a background check only must be submitted a minimum of two (2) weeks in advance.
5. Background Checks and Fingerprinting
 - a. Fingerprinting and Background Check
 - i. The volunteer application shall be completed by the volunteer and require the approval of the school site administrator. To make a reservation, visit <https://www.washoeschools.net/Page/11574>. Walk-ins are accepted but may be subject to extended wait times.

- ii. There is a \$45 fee for fingerprinting, payable at the time of fingerprinting. Results of fingerprinting will be returned to the school.
- iii. Volunteer categories that are subject to a background check with fingerprinting include but are not necessarily limited to:
 - 1. Regular Volunteers. A regular volunteer works in a school weekly or 4 times in a month; or who may work unsupervised with students.
 - 2. Coaches
 - 3. Overnight Chaperones
 - 4. Field/Activity/Athletic Trip Chaperones – Out-of-State
 - 5. A volunteer approved to transport students
- b. Background Check only
 - i. The volunteer application shall be completed by the volunteer and require the approval of the school site administrator. Staff shall obtain a copy of an approved form of identification and forward the application and proof of ID to WCSD School Police. There is no charge for a background check. Results of background checks will be returned to the school.
 - ii. Other volunteers (non-regular by definition), to include a chaperone of a day field/activity trip inside the state of Nevada, are subject to an annual background check only.
- 6. Additional information can be found in Administrative Manual 1535, Volunteers Procedures Manual. Such information includes, but is not limited to:
 - a. Confidentiality and Student Information
 - b. Liability Coverage
 - c. Child Neglect, Child Abuse, and Bullying Reporting
 - d. Student / Volunteer Relationships
 - e. Prohibited Activities, to include possession of a weapon, smoking, and possession or use of alcohol or controlled substances.
- 7. School Staff Procedures
 - a. All volunteer applications received at the school site shall be reviewed and require approval by the school administrator. Staff shall verify that the name on the application matches the name that appears on the government issued photo identification.
 - b. Approved volunteer applications will be entered into the District's electronic student records database (Infinite Campus or "IC") under the Volunteer Tab. Schools will enter parent volunteers, and Volunteer Services will enter community volunteers as appropriate.



Administrative Form 1538
UNDER AGE 18 - SCHOOL VOLUNTEER APPLICATION

Volunteer Services: 494 Poplar Street, Reno, Nevada 89512 / volserv@washoeschools.net / 775-348-0346

Please Print:

Date Photo ID Check (initial and attach a copy of photo ID)

Location/school: Program/Purpose:

Applicant Name: (Last Name, First Name, Middle Initial - enter exactly as shown on photo identification)

Phone: Email:

Physical Address: (Street, City, State, Zip Code)

Mailing Address: (If different from above - street/PO Box, City, State, Zip Code)

Date of Birth: Gender:

In Case of Emergency, contact:

Name Relationship to you Phone

Special Medication Information, Emergency medical information/conditions (i.e. asthma)

Are you a student in a WCSD school? If yes, please list the school:

Are you volunteering as part of a school, community organization or business? If yes, please list the name(s):

If you are NOT a WCSD student, please provide two (2) non-relative references:

Name Relationship Phone Initial: Reference Checked

Name Relationship Phone Initial: Reference Checked

Ethnic Code Information (Check the code that best represents your ethnic identity) - Optional

African-American Alaskan/Indian Asian/Pacific Caucasian Hispanic Other

_____ I understand and agree that while a visitor/volunteer on District property or at a District activity, I may have access to confidential student information. I understand and agree that by signing this document, I will maintain complete confidentiality regarding the information I obtain in such capacity. I understand and agree that I will not divulge to anyone any matters discussed, including discussions by District employees or any student behaviors/interactions, written materials or computerized records which I view. I understand and agree that if I receive calls or contacts from anyone requesting information from me regarding any District information, that I will follow established procedures of the District regarding disclosure of information.

_____ I affirm that I have read, understand, and agree to abide by all the information in this document and the District's Volunteers Procedures Manual (AM 1535) and that all the information I have provided in this application is true and complete to the best of my knowledge. I understand that the District reserves the right to verify all information on this application form and that any false statements or failures to disclose information may be sufficient to disqualify me as a volunteer. I hereby authorize the District to obtain information relating to my current and / or previous employment, education, and personal history records.

By signing below, I acknowledge that I understand, agree with, and will comply with the above statements:

Applicant Signature	Print Name	Date
---------------------	------------	------

PARENT/GUARDIAN PERMISSION

I, the undersigned parent/guardian, agree to hold the Washoe County School District ("District") and its agents harmless from all suits and claims arising out of and in conjunction with my child/ward volunteering at the District.

In case of an accident or illness, the acting supervisor has my permission to secure medical attention as deemed necessary and if unable to communicate with me immediately.

Parent/Guardian Signature	Print Name	Date
---------------------------	------------	------

ADMINISTRATOR ONLY

I have reviewed the disclosed information above and ACCEPT___ DO NOT ACCEPT___ this applicant as a volunteer on our campus.

Principal Signature: _____

OFFICIAL USE ONLY

Human Resources check: Valid DL _____ SO Check _____ Fingerprinting check _____

Notes:

Responsible: Office of Communications & Community Engagement, Volunteer Services Department

PROCEDURE

1. For additional information regarding volunteer opportunities, contact the District's Volunteer Services Department at 775-348-0346, or email volserv@washoeschools.net.
2. Prospective volunteers shall complete this volunteer application form prior to volunteering in Washoe County School District ("District"). Return the completed application, with a copy of a government issued ID or a student ID, to one of the following locations:
 - School Office
 - Washoe County School District
Volunteer Services Department
494 East Poplar Street
Reno, Nevada 89512
 - By mail: Washoe County School District
PO Box 30425
Reno, NV 89520-3425
3. A "volunteer" is anyone who, without District compensation, performs a task at the direction of and on behalf of the District. A "volunteer" must be officially registered with the District prior to performance of the task. Volunteers are not considered employees of the Washoe County School District ("District").
 - a. The District reserves the right to deny any individual from serving as a volunteer.
4. Staff Vetting Procedures
 - a. All volunteer applications received at the school site shall be reviewed for approval and signed by the school administrator. The school shall retain a copy and forward a copy to the Volunteer Services Department.
 - b. Staff shall verify that the name on the application matches the name that appears on the government issued photo identification.
5. Additional information can be found in Administrative Manual 1535, Volunteers Procedures Manual.



Administrative Form 1509
CONFIDENTIALITY AGREEMENT

I understand and agree that while a visitor on Washoe County School District ("District") property, I may have access to confidential student information.

I understand and agree that by signing this document, I will maintain complete confidentiality regarding the information I obtain in such capacity.

I understand and agree that I will not divulge to **anyone any** matters discussed, including discussions by District employees or **any** student behaviors/interactions, written materials or computerized records which I view.

I understand and agree that if I receive calls or contacts from anyone requesting information from me regarding **any** District information, that I will follow established procedures of the District regarding disclosure of information.

By signing below, I acknowledge that I understand, agree with, and will comply with the above statements:

Name (Please Print)

Date

Signature

Date

Note: Written consent of parents/guardians is usually required for the release of personally identifiable records or other information protected by the Family Education and Privacy Act to agencies or individuals. Agencies or individuals may not share information with any other party without the written consent of the parents/guardians unless entitled to do so under FERPA 99.33. These education records may not be re-disclosed without written consent of the parent/guardian or eligible student.



Administrative Form 7576
ANNUAL REQUEST TO TRANSPORT STUDENTS

Responsible Office: Department of Transportation

1. Instructions for Completing Form:

- a. Approval must be received annually for all drivers who transport students (other than the driver's own child(ren)). This includes District employees who may operate any motor vehicle owned, leased, rented or otherwise obtained using Washoe County School District ("District") funds to transport students.
 - i. In accordance with Administrative Procedure 7340, Renting a Vehicle While on District Business, "an employee must elect [to purchase] the [full] insurance option for physical damage to the rental vehicle."
- b. The following documents are required prior to processing of this application:
 - i. District Employees:
 1. A copy of your District Identification card.
 2. A printout of your 10 year Nevada DMV record provided from a state DMV office, requested within the last 30 days. (Please note: only one 10 year DMV printout is required per school year. A violation code of 400 and above will result in an automatic denial. If you have not had a license in NV for 10 years, a copy of the previous state's 10 year driving record and your 10 year NV DMV record must be attached.)
 3. If You Will Be Driving a Privately Owned Vehicle: A printout of your current auto insurance declaration page including liability limits. (Limits below \$100,000/300,000 will be denied).
 4. If You Will Be Driving a District Vehicle: A copy of your District- issued Defensive Driving Certificate.
 - ii. Volunteers:
 1. A current copy of your Nevada Driver's License.
 2. A printout of your 10 year Nevada DMV record provided from a state DMV office, requested within the last 30 days. (Please note: only one 10 year DMV printout is required per school year. A violation code of 400 and above will result in an automatic denial. If you have not had a license in NV for 10 years, a copy of the previous state's 10 year driving record and your 10 year NV DMV record must be attached.)
 3. If You Will Be Driving a Privately Owned Vehicle: A printout of your current auto insurance declaration page including liability limits. (Limits below \$100,000/300,000 will be denied).
 4. A copy of your "approved" volunteer application, to include fingerprinting.

2. General Procedures

- a. Specific requirements and restrictions are defined in Administrative Regulation 7545.2, Operation of Motor Vehicles for District Purpose. Please read all instructions carefully before signing this request.
 - i. Additional information related to student travel can be found in Administrative Manual 5310, Student Travel Procedures.
- b. An applicant may not transport students unless an approved copy of this form is in his/her possession.
- c. Allow one (1) week for the Transportation Department to process this request.
- d. Only District employees may drive District owned/leased/rented vehicles.
- e. Private vehicles may not be used by any driver to transport students out of the State of Nevada with the exception of the Lake Tahoe basin, to include the Truckee/Donner Pass areas, except to transport the driver's own children.

SUBMIT THIS FORM AND ALL REQUIRED DOCUMENTS TO:

Washoe County School District
Department of Transportation, Excursions – White Fleet Yard
1980 Kleppe Lane, Sparks Nevada 89431
Phone 337-7706

DRIVER'S NAME: _____ **SCHOOL/DEPT:** _____

Check that the required documents are attached.

DISTRICT EMPLOYEE	VOLUNTEER
___ A copy of District Identification card.	___ A current copy of Nevada Driver's License
___ A printout of your 10 year Nevada DMV record provided from a state DMV office, <u>requested within the last 30 days.</u> Please note: only <u>one</u> 10 year DMV printout is required per school year. A violation code of 400 and above will result in an automatic denial. If you have not had a driver's license in NV for 10 years, a copy of the previous state's 10 year driving record and applicant's 10 year NV DMV record must be attached.	
___ If You Will Be Driving a Privately Owned Vehicle: A printout of your current auto insurance declaration page including liability limits. Limits below \$100,000/300,000 will be denied.	
___ If You Will Be Driving a District Vehicle: A copy of your District-issued Defensive Driving Certificate.	___ A copy of your "approved" volunteer application, to include fingerprinting.

I certify that the information provided is current and correct to the best of my knowledge. I also understand that this approval, if granted, will expire at the end of the current school year or the date of expiration for the attached insurance declaration or driver's license, whichever expires first.

SIGNATURE OF DRIVER: _____ DATE: _____

ADMINISTRATOR'S CERTIFICATION

Initial One or Both of the Following Statements, as Appropriate:

___ I certify that this District employee is approved, by me, to transport students in a District owned/rented or private vehicle for trips as needed.

___ I certify that this volunteer is approved, by me, to use a private vehicle to transport students for trips within the state of Nevada, Lake Tahoe Basin and Truckee area.

ADMINISTRATOR'S SIGNATURE: _____ DATE: _____

TRANSPORTATION USE ONLY BELOW THIS LINE

Date Received: _____ Expiration Date: _____

Insurance Exp.: _____ NV DL Exp.: _____

Request Is: Approved: _____ Denied: _____ Reason: _____

Director Of Transportation: _____