

**BOARD OF TRUSTEES
CHURCHILL COUNTY SCHOOL DISTRICT**

VOLUNTEERS

The Board of Trustees recognizes volunteers can make valuable contributions to the District's educational, athletic, and extra-curricular programs. The use of community volunteers to assist with instruction, supervision, or other like educational activities at the request of a District employee is encouraged by the Board of Trustees subject to certain requirements and procedures set forth in this policy.

DEFINITION OF A VOLUNTEER

"Volunteer" means any person 18 years of age or older not attending a Churchill County School District school, who works without compensation, works at, assists with, or oversees any activity or event conducted or sponsored by the District during or outside of school hours for the purpose of supporting educational goals of the District. Persons less than 18 years of age may volunteer with permission of the principal and teacher. The term:

1. Includes, without limitation, coaches, advisors, tutors, assistants, and chaperones.
2. Does not include a student who is enrolled at an institution of higher education and is:
 - a. Taking a course which requires the student to be present in the classroom of the public school on a limited basis to observe and to be observed in the classroom; and
 - b. Under direct supervision of a teacher or his or her professor at all times while in the classroom.

UNSUPERVISED CONTACT

"Unsupervised contact" means direct contact or interaction with one or more pupils who are not under the direct supervision of an employee of a school district or other person designated by a public school as the person responsible for pupils.

1. A pupil is under the direct supervision of an employee of a school district or other person designated by a public school as the person responsible for the pupil if the employee or other person:
 - a. If indoors, is present in the same room as the pupil or has visual contact with the pupil.
 - b. If outdoors, is within 30 yards of the pupil or has visual contact with the pupil.
2. A person shall not be deemed to have unsupervised contact with pupils if he or she has the potential for only incidental unsupervised contact with pupils in commonly used areas on the grounds of a public school.

VOLUNTEER APPLICATION

Volunteers shall complete a volunteer application and undergo a screening process to include a local background check and approval by the principal of the school.

Volunteers with Supervised Access:

The volunteer will submit his/her completed application and photo identification to the office of the school where they wish to volunteer. School office staff will ensure the application is complete and make a copy of the volunteer's photo identification. School office staff will annotate completion of reference checks, ensure the principal has annotated approval on the application, and send the completed application to the District office for processing.

Refer to Regulation 1520.0 for additional information about the application process.

Volunteers with Unsupervised Access or chaperones on an overnight trip:

In addition to the preceding guidelines, the volunteer must also deliver his/her fingerprints with the application and pay \$29.25 for the FBI Criminal Background check. This background check must be renewed every five (5) years.

Any volunteer who works for an agency that requires the FBI Criminal Background check may provide evidence of that in lieu of providing fingerprints pursuant to NRS 391.104.

Refer to Regulation 1520.0 for additional information about the application process.

RESPONSIBILITIES OF A VOLUNTEER

Volunteers of the Churchill County School District are mandatory reporters. Any volunteer who has a reasonable belief that a child has been abused or neglected is required to report that belief to an agency providing child welfare services or to a law enforcement agency no later than twenty-four (24) hours after they know or have reasonable cause to believe abuse or neglect has occurred. Failure to comply with the requirements of mandatory reporting is punishable by law under NRS 432B.240.

Volunteers are required to abide by all Board policies and District guidelines while acting as a volunteer. This includes, but is not limited to the volunteers' obligations to keep confidential and not release or permit access to any and all student personally identifiable information to which they are exposed, except as authorized by law.

Volunteers will be covered under the District's liability policy, but the District does not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer.

Volunteers may not accept compensation from any third party or source, including, but not limited to booster, parent or other District support organizations, for the performance of their official duties as volunteers on behalf of the District.

Failure to follow direction of a supervisor or to follow applicable laws, rules, and District policies may warrant termination of volunteer services.

Volunteer coaches must meet all the requirements of the Nevada Interscholastic Activities Association's Nevada Coaches Education Program (NCEP) and the District prior to volunteering with a team and have the approval of the Athletic Director and the Board of Trustees.

ADOPTED: 10/9/19

REVISED:

LEGAL REFERENCE: SB 185

REVIEW RESPONSIBILITY: Director of Human Resources