



Administrative Regulation 1501 VOLUNTEER SCREENING AND BACKGROUND CHECKS

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

PURPOSE

The Superintendent has adopted this administrative regulation to establish the process used for screening volunteer applications and background checks in the Washoe County School District ("District" or "WCSD").

DEFINITIONS

1. For the purposes of this document and in accordance with Board Policy 1500, Volunteers:
 - a. "Volunteer" refers to any person, aged 18 or older and who is not a District student, who helps or assists a school or the District, regardless of compensation or benefit, with activities, athletics, functions, programs, and/or tasks, including, but not limited to, in a classroom, on school grounds, at a school/District sanctioned activity, at a school/District-sponsored event, or on a school/District-sponsored trip.
 - i. The term does not include:
 - 1) a student teacher who is enrolled at an institution of higher education and is taking a course which requires the student to be present in the classroom of the school on a limited basis to observe and to be observed in the classroom; and is under direct supervision of a licensed teacher or his/her professor at all times while in the classroom; or
 - 2) A parent/guardian who is visiting the classroom or an activity of his/her student but does not interact with other students or assist staff.
 - b. "Unsupervised contact" refers to direct contact or interaction with one or more students who are not under the direct supervision of a District employee or other person designated by the District as the person responsible for students.
 - i. A student is under direct supervision if the District staff member or other designated individual:
 - 1) If indoors, is present in the same room as the student or has visual contact with the student.
 - 2) If outdoors, is within 30 yards of the student or has visual contact with the student.

- ii. An approved volunteer may have unsupervised contact with students if he/she has the potential for only incidental unsupervised contact with students in commonly used areas on the grounds of a public school, with permission of the school administrator.

REGULATION

1. General Protocols

- a. Volunteering is a privilege and the District and its schools retain the right to accept, decline, or limit volunteer applicants and/or opportunities. Individuals found to be on a state or national sex offender registry, an active warrants list, or the Federal Bureau of Investigation's terrorist list, or for any other good and proper reason, may be denied the volunteer opportunity.
- b. A volunteer must be officially registered with the District prior to engaging in the volunteer opportunity. However, approval of the volunteer application does not guarantee the volunteer opportunity. Final approval and/or assignment of a volunteer opportunity shall lie with the school principal or, as appropriate, the Volunteer Services Department.
- c. The District reserves the right to refuse any volunteer applicant. 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.
- d. Volunteers are not considered employees of the District. However, staff are encouraged to serve as volunteers.
- e. Volunteers are categorized and defined by the amount of time spent with students, the level of staff supervision, and the type of volunteer opportunity.
- f. See Administrative Regulation 1502 for additional information, protocols, and conduct related to volunteering in the District.

2. Criminal and Civil Background Checks

- a. All volunteers, including unsupervised volunteers, volunteer coaches, and student travel chaperones, must submit a volunteer application on an annual basis.
- b. Upon submission of the application, staff shall verify that the name on the application matches the name that appears on the government issued photo identification of the applicant. Staff shall not accept a photo copy of an ID submitted by someone other than the applicant. After verifying the information on the ID, staff shall attach a copy of the ID to the application.

- c. Once the volunteer application receives preliminary approval from the school administrator or Volunteer Services Department, as applicable, it shall either:
 - i. Be forwarded to the District's School Police Department for a background check, along with a copy of the ID, by the school or Volunteer Services; or
 - ii. 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.
- d. Applicants shall be subject to a background check that includes, but is not limited to, a check against the active warrants list, available sex offender databases, and FBI terrorist list. Background checks require the person's name, date of birth, gender, race, and Social Security number. However, immigration status shall not be considered as a reason to deny a volunteer application.
 - i. Information obtained through a background check shall be maintained by the Department of School Police; and remain confidential, to the extent possible under state and federal laws and regulations.
- e. Background checks and fingerprinting shall be conducted by the WCSD School Police Department or at a fingerprinting location approved by the WCSD School Police Department. To make an appointment for fingerprinting visit www.wcsdfingerprinting.net/ or for additional information about fingerprinting visit www.washoeschools.net/Page/11574.
- f. The following documentation must be brought by the volunteer applicant to the School Police Fingerprinting Department:
 - i. Adult and community volunteers must bring the School Volunteer Application signed by the applicant and the school administrator or, as appropriate the Volunteer Services Department.
 - ii. Coaches.
 - 1) High and Middle school volunteer coaches must bring the coaching packet consisting of the online coaching application, that has been signed by the applicant and signed and approved by the school administrator, and the hiring/fingerprint carbonized "half sheet."

- 2) Elementary school coaches must bring the School Volunteer Application signed by the applicant and the school administrator.
- iii. Law Enforcement. Volunteers who identify themselves as law enforcement must bring the School Volunteer Application, signed by the applicant and the school administrator, and their law enforcement identification or badge.
- g. Results of background checks will be made available to the school or, as appropriate, the Volunteer Services Department.
- h. Cost
 - i. There is no charge for a background check that does not include fingerprinting.
 - ii. Fingerprinting. There is a charge fingerprinting. Check with the School Police Department for the cost.
- i. Volunteer categories that are subject to a background check with fingerprinting include but may not be limited to:
 - i. Individuals who may work alone and/or unsupervised with a student(s);
 - ii. A volunteer coach or advisor of an in-school or extracurricular activity;
 - iii. Overnight chaperones and chaperones of out-of-state field, activity, or athletic trips;
 - iv. A volunteer approved to transport students; and
 - 1) Any volunteer requesting to transport a student(s) shall complete the Annual Request to Transport Students application prior to transporting a student(s) and on an annual basis thereafter.
 - v. District hired or contracted third party contractors/vendors who provide direct services to students in a school or department.
- j. Individuals who may not be subject to a background check include, but are not limited to, the following. These individuals, at the District's discretion, may be subject to a check against available state and/or national sex offender registries.
 - i. Individuals providing incidental volunteer service with no ongoing individualized interaction with a student(s) including those who speak at a class/assembly, judge academic competitions, give musical performance, participate in the "Principal for a Day" program, job-shadowing event or other one-time event provided

where there is direct supervision of the activity/event by regular school employees;

- ii. Parents/guardians visiting their student's classroom but not volunteering (i.e. interacting with students other than their own); and
 - iii. Parents/guardians, family members, or other authorized individuals visiting a school for the purpose of providing a student food, supplies, and/or medical care.
- k. Denial of Application. Volunteer applicants whose criminal history background check reveals a violation of District policy may appeal the criminal history restrictions to volunteer opportunities through a process of review conducted by the School Police Department.

3. Volunteer Types

- a. Staff as Volunteers.
 - i. A staff member wishing to serve as a volunteer must complete the volunteer application (i.e. acting as a chaperone on a field trip). Staff are not required to be fingerprinted as long as the employee screening is current.
 - ii. Staff may serve as a volunteer provided that the volunteer service is:
 - 1) Provided totally without any coercive nature;
 - 2) Involves work which is outside the scope of normal staff duties; and
 - 3) Is provided outside of usual working hours or while utilizing approved leave time.
- b. Adult School Volunteers (non-coaches)
 - i. Prospective school volunteers, including field/activity/athletic trip chaperones, must complete an adult volunteer application on an annual basis and submit to a background check. Fingerprinting, if necessary, shall be required at least every five (5) years.
 - ii. Staff shall verify that the name on the application matches the name that appears on the government issued photo identification of the applicant. Staff shall not accept a photo copy of an ID submitted by someone other than the applicant. After verifying the information on the ID, staff shall attach a copy of the ID to the application.

- iii. Applications require the approval of the school site administrator, who will indicate if the volunteer opportunity requires fingerprinting.
- iv. Application Submission Timelines
 - 1) An application for an event/opportunity that requires fingerprinting must be submitted a minimum of eight (8) weeks in advance of the event/opportunity.
 - 2) An application for an event/opportunity that requires a background check only must be submitted a minimum of three (3) weeks in advance of the event/opportunity.
- c. Volunteer Coaches (elementary, middle and high school athletic and activity coaches/advisors)
 - i. Volunteer coaches must complete the application process described below and be approved by the school administrator prior to beginning the volunteer opportunity.
 - ii. Prospective volunteer coaches must complete the District's online Coaching application and complete any documentation as directed by the Office of Human Resources (e.g. W4 form and I-9).
 - iii. Background checks shall be conducted annually. Fingerprinting shall be completed at least every five (5) years.
 - iv. Coaches must be 21 years of age or older. If there is no qualified coach that meets the minimum age a written request must be made through the District's Student Activities/Athletics Department for approval of a younger qualified coach.
- d. Community Volunteers / Volunteer Groups
 - i. Community volunteers and members of volunteer groups (i.e. 360 Blueprint, Urban Roots, Lions Club) shall complete an adult volunteer application on an annual basis and submit to a background check. Fingerprinting, if necessary, shall be completed at least every five (5) years.
 - ii. Applications shall be submitted to and cleared by the Volunteer Services Department. Staff shall verify that the name on the application matches the name that appears on the government issued photo identification of the applicant. Staff shall not accept a photo copy of an ID submitted by someone other than the applicant. After verifying the information on the ID, staff shall attach a copy of the ID to the application.

- iii. Volunteer Groups with Animals. Except as described in Administrative Regulation 7522, Animals on Property and/or at Events, pets and other animals are not permitted on District property.
 - 1) 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. The handler of such animals, prior to bringing the animal(s) on school property, must: Be approved as a volunteer following the volunteer screening procedures; and provide a completed District Independent Contractor Agreement with appropriate proof of insurance.
 - 2) The Volunteer Services Department will work with volunteer groups with animals to include the volunteer screening procedures, obtaining the independent contract agreement, and proof of insurance.
- e. Volunteers Under 18 Years of Age
 - i. Volunteers under the age of 18 shall complete Administrative Form 1538 and submit to the school office. Parent/guardian permission must be provided prior to the start of the volunteer opportunity annually.
 - ii. A volunteer opportunity must be outside the student's scheduled school hours.
 - iii. Student attendance and behavior records may be checked upon request by the school administrator.
 - iv. Volunteer assignments must be age appropriate.
- 4. Volunteer applications shall be securely stored and maintained by the Volunteer Services Department for ten (10) years. Volunteer ID badges shall be retained and/or destroyed in accordance with internal District procedures.

LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS

- 1. This administrative regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 1500, Volunteers
 - b. Administrative Regulation 1502, Volunteer Protocols
 - c. Board Policy 1505, Visitors
 - d. Administrative Manual 1536, Staff Management of Volunteers Procedures Manual

- e. Administrative Form 7576, Annual Request to Transport Students
- 2. This document complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
 - a. Chapter 388, System of Public Instruction
 - b. Chapter 391, Personnel
 - i. NRS 391.033, ...; fingerprinting of applicants; ...

REVISION HISTORY

Date	Revision	Modification
1/26/2020	1.0	Adopted