



## Administrative Regulation 1502 VOLUNTEER PROTOCOLS

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

### PURPOSE

The Superintendent has adopted this administrative regulation related to service and conduct of volunteers 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. See Administrative Regulation 1501 for information related to the volunteer application process, background checks, and fingerprinting.
  - b. Volunteers perform under the direction and supervision of school personnel or other designated staff and shall comply with District policies and regulations and school rules.
  - c. All volunteers are required to sign in at the school office, wear a visitor's badge, and adhere to the provisions established under the District's visitor management protocols.
  - d. The school principal shall be responsible for ensuring the appropriate supervision of all student activities involving volunteers.
  - e. The provisions of this regulation include volunteers at schools and other District property/facilities, as well as those who serve at District- and school-sponsored programs and activities at off-site locations. District property includes any building, owned or leased by the District, used for instruction, administration, support services, maintenance, parking lots or storage; the grounds and surrounding buildings; bus stops; and all District-owned, rented or leased vehicles.
  - f. Volunteers should refrain from public criticism of employees of the District, fellow volunteers, students or their families. Any concerns should be brought to the attention of the administrator in charge;
  - g. The use of personal devices such as a cell phone when such use may create a disruption to the instructional or working environment is discouraged.
2. Volunteers shall comply with District policies and regulations, and applicable state laws and regulations. This includes, but is not limited to, the following prohibited behaviors or activities. Such behaviors are prohibited and may result in the revocation of the volunteer opportunity.
- a. The District is dedicated to providing a safe and respectful learning and working environment free. Any form of bullying, cyber-bullying, harassment, sexual harassment, discrimination, intimidation, or retaliation is prohibited.

- b. The District prohibits sexual harassment by volunteers in its educational programs/activities and employment on the basis of sex, sexual orientation, and/or gender identity or expression. See Administrative Regulation 4430 for additional information about sexual harassment and misconduct.
- c. Volunteers are prohibited from soliciting a romantic, intimate, or sexual relationship with a current District student or a graduate of a school within the District for one (1) year after the student's graduation, regardless of the student's age.
  - i. "Solicitation of a romantic relationship" means deliberate or repeated acts that can be reasonably interpreted as the solicitation by a staff member or volunteer of a relationship with a student that is romantic in nature even if such romantic relationship doesn't begin until after the student has graduated.
- d. Volunteers may not transport a student without prior authorization and approval of the District.
- e. The use of corporal punishment, the intentional infliction of physical pain upon or the physical restraint of a student for disciplinary purposes by a volunteer is prohibited.
- f. 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 a volunteer. 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.
- g. 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.
- h. 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 District property.
- i. Surreptitious, secret or unauthorized electronic surveillance is prohibited on any school property without the knowledge of the person being observed.

- j. The use of profane, insulting, or otherwise offensive language is prohibited on District property and/or at District-sponsored activities.
  - k. Any conduct that causes damage to or the destruction of District or personal property is prohibited.
  - l. Any conduct that is disruptive to the good order of the school or the educational process.
3. Confidentiality and Student Information
- a. Student educational records, including, but not limited to, health and behavior, are confidential.
  - b. Volunteers shall not take pictures of students or share information about students, including through social media, as this may be a violation of federal or state laws related to student educational privacy rights.
  - c. Volunteers may be asked to sign a District Confidentiality Agreement. Volunteer applicants, by signing the Volunteer Application, acknowledge and agree that they:
    - i. May have access to confidential student information;
    - ii. Will maintain complete confidentiality regarding the information obtained while serving as a volunteer;
    - iii. 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;
    - iv. Will comply with all applicable policies and regulations of the District, to include the District's prohibition against harassment and discrimination; and
    - v. Will follow established procedures of the District regarding disclosure of information.
4. Mandatory Reporting
- a. Bullying, cyber-bullying, harassment, sexual harassment, discrimination, and/or retaliation. Volunteers who witness an act of bullying or receive information that such an act may have occurred must report the information to the principal or designee as soon as practicable, but not later than the same day on which the volunteer witnessed the bullying or received information that bullying may have occurred.
  - b. Suicide. Volunteers shall report comments or knowledge of student expressions of suicidal thoughts to appropriate school staff such as a school counselor, nurse, administrator, police officer, or other District mental health professional such as a school psychologist or social worker.

- c. Child Abuse / Neglect, Corporal Punishment. All volunteers “who know or have reasonable cause to believe” that a child has been abused or neglected, including being subjected to corporal punishment, must report the suspected child abuse and/or neglect.
  - i. See Administrative Regulation 4560, Mandatory Reporting By Staff: Child Abuse/Neglect, for additional information about reporting 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 1501, Volunteer Screening and Background Checks
  - c. Board Policy 1505, Visitors
  - d. Administrative Manual 1536, Staff Management of Volunteer Procedures
  - 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 391, Personnel
  - b. Chapter 392, Pupils
3. This document complies with federal laws and regulations, to include:
  - a. Family Education Rights and Privacy Act (FERPA)
  - b. Individuals with Disabilities in Education Act (IDEA)
  - c. Protection of Pupil Rights Amendment (PPRA)

## REVISION HISTORY

Date	Revision	Modification
1/26/2020	1.0	Adopted