



**Responsible Office:** Office of Communications and Community Engagement

## **BOARD POLICY 1500**

### **VOLUNTEERS**

#### **PURPOSE**

The Board of Trustees (“Board”) encourages and supports parents/guardians, family members, and other members of the community to share their time, knowledge, and abilities with the students and staff of the Washoe County School District (“District”) through volunteer opportunities. Volunteer assistance in schools, departments, and programs throughout the District enriches the educational program, enhances supervision of students, and contributes to school safety while strengthening the Districts’ relationships with the community. Through this policy, the Board recognizes the importance of and declares their appreciation for all of the District’s volunteers, and establishes the commitment of the District to provide a structured program of volunteering within the District.

#### **POLICY**

1. For the purposes of this policy, a “volunteer” is anyone who, without District compensation, performs a task at the direction of and on behalf of the District.
  - a. An adult volunteer is a parent/guardian, family member, or community member, 18 years or older.
    - i. Examples of volunteer opportunities include, but are not limited to, field trip chaperones, volunteer coaches or advisors, classroom assistants, mentors, and tutors. This includes those who may assist on a one-time basis transporting or working with students without the direct oversight of certificated staff.
  - b. Individuals who visit a school to attend a one-time special event involving no unsupervised contact with students are generally not considered volunteers under this policy. Examples include members of the media, a classroom presenter, and a parent/guardian picking up their student from school or randomly observing or visiting their student’s school.
  - c. Volunteers are not employees of the District, although staff are encouraged to participate in volunteer opportunities such as those listed above.

- d. The provisions of this policy 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.

## 2. Guiding Principles

- a. A comprehensive and strategic approach to volunteer and community engagement leverages resources more effectively and enables the District to better meet its mission with comparable or fewer cash resources.
- b. Volunteer services is a core strategic function within the District. The use of volunteers increases the District's ability to achieve its objectives and mission. Partnership with families and outside entities allows the District an extended reach into the community. Such collaboration provides for the effective use of District resources and consistent practice and process.
- c. The District shall not discriminate in its selection of volunteers based on an individual's race, gender, religion, national origin, age, sexual orientation, veterans or military status, socio-economic status, or disability and seeks to encourage and recruit volunteers who match the diverse nature of the Washoe County community.

## 3. Guiding Practices

- a. The District believes in the use of volunteer programs to:
  - i. Assist schools, departments, and program staff with support services;
  - ii. 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;
  - iii. Increase student motivation for learning;
  - iv. Support student achievement by providing supplementary instruction such as, but not limited to, tutoring/mentoring;
  - v. Strengthen school/family/community relations through positive participation; and

- vi. Build an understanding of school programs among interested citizens and business/community organization partnerships.
- b. Volunteer engagement shall be focused on the needs of the District and the community. Through the volunteer program, the District seeks to identify key priorities within the District and purposefully seek out volunteers with the core skills needed to address those priorities.
- c. Volunteers shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of authorized staff.
- d. Application, Background Check, and Approval
  - i. All volunteers must be officially registered with and approved by the District prior to performance of the volunteer services. This includes following the District's visitor management protocols, which requires presenting government issued identification to school staff for the purpose of a background check against the active warrants list and state and national sex offender databases (See Administrative Regulation 1507).
  - ii. Volunteers are categorized and defined by the amount of time spent with students, the level of staff supervision, and the type of volunteer opportunity. Volunteers shall be subject to an annual background check conducted by the District's School Police Department and, in certain instances, fingerprinting.
    - 1. Volunteering for the District is a privilege, not a right. 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, can be denied the volunteer opportunity.
  - iii. Certain volunteers may be subject to training, such as coaches who may require CPR training.
- e. Volunteers shall comply with District policies, regulations, and school rules. This includes, but is not limited to, Board Policy 1505 related to Visitors to District Property, and Administrative Manual 1535, Volunteer Procedures.
- f. A principal, site administrator, or Volunteer Services administrator has the authority to:
  - i. Exclude from the premises any volunteer who disrupts the educational environment, acts in a disorderly manner, damages

school property, or violates board policy or associated regulations or school rules, or federal, state or local law. Such exclusion may extend to events sponsored by the District. (See Administrative Regulation 1520, Trespass from District Property)

- ii. Set reasonable additional procedures with respect to volunteer involvement. A volunteer's service may be terminated at any time, either at the discretion of the Principal, site administrator, or the volunteer. A site administrator shall not be obligated to make use of volunteers whose abilities are not in accord with District needs.
- g. The Superintendent may establish regulations and procedures related to volunteers to protect the safety of students, staff, and other visitors. This includes, but is not limited to:
  - i. Protocols for the recruitment of volunteers;
  - ii. Application review;
  - iii. Background checks and fingerprinting; and
  - iv. Mandatory reporting protocols.

### **DESIRED OUTCOMES**

1. Through this policy,
  - a. the Board emphasizes the importance of the safety of all of its students and staff by clearly defining access to school campuses and other District facilities by establishing specific expectations for visitors; and
  - b. Volunteer efforts shall be fully integrated into the vision, planning, budget, and evaluation of the entire District.

### **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This document reflects the goals of the District's Strategic Plan and the governing documents of the District, to include:
  - a. Board Policy 1505, Visitors to District Property
  - b. Board Policy 4510, Protection of Students – Background Checks and Mandatory Reporting
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; ...
3. This document complies with federal laws and regulations, to include:
  - a. Family Educational Right to Privacy Act (FERPA)

### **REVIEW AND REPORTING**

1. This document shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the policy as well as an audit of the accompanying governing documents.
2. Administrative regulations, and/or other associated documents, will be developed as necessary to implement this policy.

### **REVISION HISTORY**

Date	Revision	Modification
1/15/2019	1.0	Adopted