Innovations International Charter School

Volunteer Handbook

Innovations International Charter School of Nevada does not discriminate on the basis of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual representation in its programs and activities, and provides equal access to designated youth groups.

The following individual has been designated to handle inquiries regarding discrimination:
Ken Malin, Innovations International Charter School of Nevada's H.R. Director at ken_malin@iicsn.org

Innovations International Charter School of Nevada (IICSN) encourages and appreciates the involvement of parents, guardians, and community members who volunteer in our school. There are many ways you can help our students, staff, and the school through volunteering in the classrooms, attending field trips, reading to students, and helping us supervise play on the playground during lunches.

The safety and welfare of our students are the most critical elements of our school day. Nevada Revised Statutes (NRS 391.104) requires fingerprinting and background checks for school volunteers with unsupervised contact with students. This requirement ensures a comprehensive background check for the Central Repository for Nevada Records of Criminal History and the Federal Bureau of Investigation.

Signing up to become a volunteer for Innovations is easy. Once you have expressed your interest and completed the required background check, you are approved to volunteer for the academic year. This means you will be approved for the school year in which you have applied.

There are two steps you will need to take to complete the school's process to become a volunteer.

1. Complete the Criminal History and Background Check
2. Read this Volunteer Handbook

All information will be handled in a professional and confidential manner. Any volunteer who knowingly makes a false statement will be denied the ability to volunteer in the school. In addition to a criminal records check, volunteers allowed direct contact with students will be required to complete fingerprinting as well. **Innovations International Charter School of Nevada reserves the right to deny permission to volunteer.**

Each potential volunteer will receive notification once they have completed the background check to note acceptance or denial of their volunteer status. Temporary volunteer hours may begin

while awaiting a completed background check. Should there be unfavorable results, a continued volunteer status may be denied immediately.

Volunteer Responsibilities

1. Commitment, Dependability, and Punctuality
   Volunteers must carefully consider the time commitment to create a balance between volunteering and their personal lives. We rely and depend on our volunteers. If you are not able to come on your scheduled day or time, please call the school so adjustments can be made.

2. Dress
   Volunteers should dress in a manner consistent with their assigned duties. Volunteers should dress in a manner that communicates pride in personal appearance to students.

3. Level of Involvement
   Paid staff are, by law, legally responsible for the overall management and operation of the school and its programs. Volunteers support the school and its programs unless asked by the principal to serve on a decision-making committee. Volunteers must follow teacher and staff directions. The school environment is constantly changing. For our volunteers, this requires an attitude of mutual respect, flexibility, and a willingness to work together.

4. Maintaining Appropriate Boundaries
   Volunteers closely involved with students must understand the difference between appropriate and inappropriate interaction. Volunteers must engage in appropriate interactions with students at all times and be aware of avoiding interactions that could appear inappropriate. Appropriate interactions are those that create a safe environment in which students may grow, learn, seek help in solving conflicts, and develop social skills. Inappropriate interactions cross the boundaries separating student from adult needs and could create a relationship that becomes peer-to-peer rather than adult-to-student.

5. Student Privacy

   While working at school, volunteers may be exposed to information and overhear conversations that must be kept confidential. It is critical that volunteers understand the importance of not sharing with others what they see and hear at school. The Family Educational Rights and Privacy Act (FERPA) is the federal law that protects student privacy. Some examples of information protected under FERPA include details about a student's:

   - Health
   - Behavior
   - Discipline
   - Grades
   - Family or living situation

   FERPA also protects the rights of families to deny permission of photographs or videos to be taken of students while at school or while involved in school activities. Should you wish to photograph an event or activity, you must first get permission from the school's administrators.

   Any questions, concerns, or comments about confidential information should be directed to the building administrator.

6. Harassment and Bullying

   IICSN is committed to providing a safe, positive, and productive learning environment for all students. Hazing, harassment, intimidation, bullying, menacing, or acts of cyberbullying by students, staff, or third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited. Staff, students, and third parties whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including dismissal or expulsion. Volunteers play a valuable role in helping to create and maintain this safe school environment. Immediately report all suspected acts of harassment and bullying to school staff. All reports will be investigated by the school's administrators.

7. Mandatory Reporting of Abuse

   IICSN employees are mandatory reporters of all reasonable suspicion that abuse of a child has occurred. Nevada law recognizes these types of abuse: physical, neglect, mental injury, threat of harm, sexual abuse, and sexual exploitation. If you become aware of suspected abuse of a child, immediately report your concerns to the H.R. Director.

All contractors, agents, and volunteers are required to report all known or suspected incidents of abuse and sexual conduct to a school administrator. Failure to report all known or suspected incidents of abuse and sexual conduct may lead to termination of your contract with the school, termination of your rights to volunteer and/or trespass from all school property and events.

If a school employee, contractor, or agent knows or has reason to know that another school employee, contractor, or agent has engaged in sexual misconduct or abuse, the school employee, contractor, or agent may not assist the other in obtaining a new job. This prohibition does not apply if the employee, contractor, or agent knows or has reasonable cause to believe that the conduct was reported to the appropriate agency and was resolved or the investigation remains ongoing after four years.

8. Student Discipline
   Volunteers may not discipline students. Any disciplinary measure should be reported to a school staff member.

   Innovations use Positive Behavior Interventions and Supports (PBIS) for its students. PBIS schools value the positive behavioral choices students make daily and are focused on preventing poor choices through education and preventative school supports. Please let the students know when you see them being safe, respectful, and responsible. If issues arise regarding student behavior, let an employee of the school know so they can assist with the appropriate responses.

9. Dismissal of Students
   Only school staff may dismiss students from school. Students who must leave early from school for any reason must receive permission from the school's office and sign out before leaving.

10. Personal Electronic Devices
    Please speak to the H.R. Director about where and when cell phones and other personal electronic devices may be used by volunteers. These personal electronic devices shall be silenced during instruction or class time, while on duty, or at any other time where the use of the device would cause a disruption of school activities or interfere with work assignments. Personal electronic devices that have the capability to take photographs or record video or audio shall not be used for such purposes while on school property or while a staff member is on duty or involved in a school sponsored activity unless expressly authorized by the school's administrator or designee for use directly related to and consistent with the employee's assigned duties.

11. Arriving and Departing from School
    Volunteers are required to check in and out of the school's office and to wear a badge at all times.

Safety Response

A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the directions of staff quickly, quietly, and in an orderly manner.

Innovations International Charter School of Nevada uses a Standard Protocol for safety. The Student Response Protocol includes the following actions: **Secure, Lockdown, Evacuate, Shelter, and Hold.**

● Secure– "Secure, Get inside. Lock outside doors," students are brought inside, windows and doors are locked, no outside activities, business as usual inside the building, and increased situational awareness until all clear.

● Lockdown – "Lockdown, Locks, Lights, Out of Sight" when a threat or hazard is inside the school building, maintain silence and wait for First Responders to open locked doors.

● Evacuate – "Evacuate to the (Announced Location)," move students to another location within the school or outside the school to the evacuation location.

● Shelter – "Shelter for (Hazard using a Safety Strategy)," conditions outside are unsafe due to weather or other hazards and personal protection is necessary.

● Hold – "Hold, In your Classroom" when the hallways need to be cleared. For example, if a student or staff experience a medical emergency while at school, a hold would be called to allow emergency personnel to respond.

IN AN EMERGENCY
TAKE ACTION

HOLD! In your room or area. Clear the halls.

STUDENTS
Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS
Close and lock the door
Account for students and adults
Do business as usual

SECURE!
Get inside. Lock outside doors.

STUDENTS
Return to inside of building
Do business as usual

ADULTS
Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual

LOCKDOWN! Locks, lights, out of sight.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

ADULTS
Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

EVACUATE! (A location may be specified)

STUDENTS
Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS
Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults

SHELTER! Hazard and safety strategy.

STUDENTS
Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS
Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

K12 2021 STANDARD RESPONSE PROTOCOL

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Innovations International Charter School of Nevada Responsibilities

Orientation and Training

The building administration is responsible for the recruitment, use, coordination, and training of volunteers. These assignments will be carried out as directed or delegated by the superintendent. Every effort should be made to use volunteer resources in a manner that will ensure maximum contribution to the safety, welfare, and educational growth of students.

Supportive Environment

IICSN is dedicated to making your volunteer experience one that you will choose to repeat over and over. Here are some ways we will work to accomplish this goal:

1. We will do our best to keep you informed of school needs through newsletters, emails, and telephone calls.
2. We will contact you with any changes to your scheduled volunteer job.
3. We will treat you with respect and courtesy. We will strive not to put you in a position or situation that will either make you uncomfortable or harm you in any way.

Frequently Asked Questions

What is a volunteer?

A volunteer is someone who provides assistance to our school staff, without compensation, to help meet the needs of students and the educational goals of Innovations International Charter School of Nevada.

Who must complete the Volunteer Criminal History Verification process?

Any person who works with or around children in our schools in the following capacities, including but not limited to, volunteers, coaches or team activities advisors, scorekeepers, school committee members, before and after school programs, athletic camps, mentors, chaperones, classroom and office aides, and those who help with any other school program, will be required to complete the volunteer criminal history verification process prior to beginning their volunteer service.

What type of criminal background information may prevent a volunteer from working in schools?

Sex-related crimes; crimes or violations involving violence or threat of violence that include harassment; restraining or stalking orders; criminal activity involving drugs, alcohol, or weapons; crimes or violations involving theft; and recent criminal activity may disqualify an individual from volunteering in our schools. The Human Resources Director will review background checks that include these types of crimes to determine whether or not a volunteer will be allowed to work in schools.

When can a volunteer applicant begin to volunteer?

An individual may begin volunteer work after completing the Criminal History Verification process with final approval from the Human Resources Department. We encourage volunteers to complete this process well before they intend to begin volunteering as the process can take several days.

Does the applicant need to disclose their Social Security Number?

No, a Social Security number is not needed.

How do I find out if the results of my Criminal History Verification will permit me to volunteer?

Volunteers will receive an email notification when they have been cleared to volunteer. You may also contact the school where you wish to volunteer to find out if you have been cleared. The Human Resources department will notify the applicant if additional information is required.

How often are criminal history backgrounds re-checked?

Volunteers are required to resubmit the Criminal History Verification every two years.

Who should I contact if I have questions about the process?

You can contact either the school where you wish to volunteer and speak with the H.R. Director.