

Volunteers likely to have “unsupervised contact\*” with students must have a CCSD identification badge. For volunteers to receive a renewal sticker, they must receive approval (annually) from a site administrator. Renewal stickers must be distributed at the school site. Stickers will be sent to school sites according to the number of active volunteers on your requisition and approval lists.

- The site administrator or office manager can view and confirm the approval of the volunteers on your school of Approved Volunteer List at this link [https://drive.google.com/drive/folders/15IVPltcKoQMU4\\_Sol6ME1vhnp0C2\\_3LR?usp=drive\\_link](https://drive.google.com/drive/folders/15IVPltcKoQMU4_Sol6ME1vhnp0C2_3LR?usp=drive_link)

If any of these volunteers are no longer approved or inactive at your site, please note them in your school list and let us know so we can make a notation on our records.

The lists will be updated frequently. You can also refer to your Taleo Requisition for all those under the Status of Hire-Hire or Hire-to-be-Hired.

- Volunteers who have received a renewal sticker at a different location must also be approved at your site. They can do this by applying for the volunteer position in the TALEO system. Once they have applied, it will be sent to the site administrator for approval. Human Resources is automatically notified upon approval or denial of the request. If the request is approved, the individual will be processed through Human Resources.
- Volunteers are required to fingerprint every five years. If you have a volunteer that is due to renew their fingerprints, they will be notified by Human Resources to schedule an appointment before their expiration date. The school can provide a renewal sticker to allow them to volunteer during this process. A new badge will be issued once the fingerprints are completed in HR.

### ***Volunteer Mandatory Training***

- All volunteers must view the mandatory videos and acknowledge that they understand expectations for appropriate interactions with students within ten (10) business days of starting their service.
- **“Protect Our Kids” Regulation/Policy 4100 Training (video links may be provided directly to volunteers for viewing)** <https://www.eduvision.tv/l/?etALOAy>
- **Child Abuse and Neglect Training (video links may be provided directly to volunteers for viewing)** <https://www.eduvision.tv/l/?etALOtA>
- Principals are encouraged to have volunteers sign in to any training sessions and should maintain a copy of the sign-in sheets at the school

site.

- Best practice is to have the volunteers complete the training before beginning service and to **Sign the Acknowledgment of Responsibility form** and be kept at the school site. (see the format attached)

## Volunteer Identification Badge Annual Renewal Process

- Badged volunteers may be issued the renewal sticker for their badge upon completion of the training.
- Volunteers who have already received a renewal sticker for the 2023-2024 school year and CCSD employees that have already completed the required videos as part of their mandatory employment training are NOT required to watch the videos again at each school where they wish to volunteer and must present their ELMS transcript as proof of training completion.
- Volunteers who will **not** have **unsupervised contact** with students are not required to complete a background check or have a badge; however, principals must ensure that these volunteers have viewed the mandatory videos and signed the **Acknowledgement of Responsibility form**.
- Principals may require volunteers to participate in additional school-specific orientation or training activities.

If you have any questions regarding the process, please contact Lety Franke at 702-799-2992 extension 5723 or WAN- 0099-5723 or Miranda Anderson at extension 5724 or WAN 0099-5724.

\* “Unsupervised contact” is defined as direct contact or in school-specific or more students who are not under the direct supervision of an employee of the school district or other person designated by a public school as the person responsible for pupils. Students are considered under the direct supervision of an employee if the employee is present in the same room and has visual contact with the student or, if outdoors, is within 30 yards of the student, **OR** has visual contact with the student. Incidental contact with students, such as walking through a hallway during the passing period, is not considered “unsupervised.”