



# Leavitt Middle School

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## VOLUNTEER REQUIREMENTS

**Thank you for your interest in volunteering!**

Volunteers play a vital role in supporting our students, staff, and schools. To ensure the safety and well-being of all students, CCSD has established the following volunteer guidelines:

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### ✔ Step 1: Complete the Online Volunteer Application

- Visit: [LINK](#)
  - Select "Apply Online"
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### ✔ Step 2: Submit to a Background Check

- All volunteers must complete a background check through **CCSD Human Resources**
  - Background checks are **valid for 5 years**
  - You will be contacted if fingerprinting is required
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### ✔ Step 3: Wait for Approval

- Approval can take **several weeks**
  - You will receive notification once approved
  - School staff will also be notified of your cleared status
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### On-Campus Volunteer Expectations



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- **Sign in and out** at the front office for every visit
- Wear a **volunteer badge** while on campus
- Follow school and district rules at all times
- Respect student privacy and confidentiality
- Work under the supervision of school staff

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## **! Please Do Not:**

- Bring other children while volunteering
- Take photos or videos of students
- Use your phone while working with students

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☎ For questions, please contact: 702-799-4699

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