

Board of Trustees Douglas County School District

COMMUNITY

VOLUNTEERS

The Board of Trustees recognizes volunteers can make valuable contributions to the District's educational, athletic, and extra-curricular programs. The use of community volunteers to assist with instruction, supervision, or other like educational activities at the request of a District employee is encouraged by the Board of Trustees subject to certain requirements and procedures set forth in this policy.

Definition

A volunteer is an unsalaried person (i.e. parent, guardian, family or community member), 18 years of age or older not attending a DCSD school, who has ongoing presence in the school for the purpose of supporting the educational goals of the District and whose role requires them to have routine interaction with students in a supervised or occasionally unsupervised basis. A school volunteer includes any person who provides additional adult support in a school, club, or activity setting, including individuals serving as chaperones.

Examples of volunteers include, but are not limited to:

- Regularly or periodically scheduled classroom assistants
- Playground, library or cafeteria assistants
- Academic support or tutors
- Field trip chaperones
- Band chaperones
- Choir chaperones
- Athletic event volunteers
- Assistant or volunteer coaches
- Parent patrol volunteers

Screening

Volunteers shall comply with the following screening requirements:

- Submit to a state criminal records check upon initial application and every 5 years thereafter.
- Be sponsored or approved by a school site or district employee
- Complete and submit for approval the DCSD Volunteer Application Packet
- Be able to present some form of current government-issued photo identification (driver's license, passport, military ID, US or other government identification).

- Sign in at the main office. In the event the main office is closed, they must check in and out with the activity/club leader or the teacher of record.
- Upon approval, be required to display volunteer identification to be surrendered at the conclusion of the day's volunteer activity.

Expectations

- Volunteers of the Douglas County School District are mandatory reporters. Any volunteer who has a reasonable belief that a child has been abused or neglected is required to report that belief to an agency providing child welfare services or to a law enforcement agency no later than twenty-four (24) hours after they know or have reasonable cause to believe abuse or neglect has occurred. Failure to comply with the requirements of mandatory reporting is punishable by law under NRS 432B.240.
- Volunteers are required to abide by all Board policies and District guidelines while on duty as a volunteer. This includes, but is not limited to the volunteer's obligation to keep confidential and not release or permit access to any and all student personally identifiable information to which she/he is exposed except as authorized by law.
- Volunteers will be covered under the District's liability policy but the District does not provide any type of health insurance to cover illness or accident incurred while serving as a volunteer.
- Volunteers may not accept compensation from any third party or source, including, but not limited to booster, parent or other District support organizations, for the performance of his/her official duties as a volunteer on behalf of the District.
- Any volunteer might work independently with a student(s) must be at least 21 years of age. Any volunteer under 21 years of age must always be under direct supervision of a licensed employee.
- Failure to follow direction of a supervisor or to follow applicable laws, rules, and District policies may warrant termination of volunteer services. Schools are not required to utilize volunteer services, and the opportunity to volunteer may be denied for any reason at the sole discretion of school administration. Volunteers must not be utilized where their presence is considered disruptive to the educational environment of the school.

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- Volunteer coaches at the high school level must meet all the requirements of the Nevada Interscholastic Activities Association's Nevada Coaches Education Program (NCEP) prior to volunteering with a team. Any volunteer coach under the age of 21 may not volunteer as a head coach, must always be under the direct supervision of the head coach, and may not have any social contact with students under any circumstances.
- Volunteers are prohibited from supervising students.
- While on campus or participating in school activities, volunteers must follow the District dress code.
- Volunteers who are on site strictly for the purpose of observation must be accompanied by an administrator and are limited to a 45-minute time limit.

Overnight Chaperones (AR 216a)

Specific requirements apply to chaperones for overnight trips:

- Chaperones must be parent volunteers, sponsors, or district staff who do not have to be released from instructional duties.
- Every effort will be made to have chaperones of the same gender as the group or groups traveling.
- If both boys and girls are traveling, chaperones of both genders should accompany students on the trip.

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