



VOLUNTEER POLICY

A state law is currently in effect that requires adults who volunteer at our schools or during school activities to be fingerprinted. Senate Bill 287 requires all volunteers with unsupervised OR regular contact with students to be fingerprinted. Regular contact is defined as volunteering at least four times a month. For those volunteers who have unsupervised contact with students or who regularly volunteer, an application process has been put into place district-wide.

This process includes completing the [online application](#), processing payment to complete a background check including fingerprinting, acknowledgment as being a mandatory child abuse reporter, and being issued a CCSD volunteer badge. If there are concerns with this process, such concerns can be expressed via [Protect Our Kids](#). CCSD is implementing this process in order to comply with the new state law. Woolley ES encourages and welcomes parent engagement in their child's education.

The Human Resources Division of the Clark County School District requires that an approved protocol be followed for individuals desiring to volunteer in District schools. The following link provides instructions for completing the application: [CCSD School Volunteer Application Guide](#). Additional questions or need for assistance should be emailed to volunteers@nv.ccsd.net. The same dress code in place for teachers applies to school volunteers/visitors (CCSD Regulation 4280.) The Clark County School District reserves the right to insist that the dress and grooming of employees and volunteers or visitors are within the limits of generally accepted community and professional standards.

The following are **not** considered appropriate attire at school for volunteers/visitors:

- For men: Jeans with tears or ragged edges, shorts, tank tops, muscle shirts, sweat suits, or warm-ups, collarless t shirts, spandex/Lycra as an outer garment or similar tight outfits.
- For women: Jeans with tears or ragged edges, shorts or skirts more than four inches above the knee, provocative shirts, tank or crop tops, muscle shirts, sweat suits, warm-ups, spandex/lycra as an outer garment or similar tight outfits; and slippers, house shoes, work boots, flip flops, and other similar foot apparel.

-To ensure student safety, anyone entering the building for any reason must report to the office to sign in, obtain a Visitor's Badge, and present a driver's license or Identification Card. The I.D. must match the name of an authorized adult on student records.

-Senate Bill 287 requires all volunteers with unsupervised OR regular contact with students to be fingerprinted. Regular contact is defined as volunteering at least four (4) times a month. For those volunteers who have unsupervised contact with students or who regularly volunteer, an application process has been put into place district-wide and has been adopted for use by Woolley Elementary

School. Copies of the policy are available upon request. We encourage parents to continue to be engaged in their child's education. If you have any additional questions, contact the office. We thank you for your patience and cooperation. Please visit <http://ccsd.net/community/protect-our-kids/> for more information and an application.

- A volunteer's time in classrooms must be preapproved and prearranged. Classrooms may not be disturbed and conferencing with a teacher about a student is strictly prohibited during instruction.

- Children who are not enrolled at Woolley ES are not permitted to visit classes or volunteer in classes during regular school hours.

- All parent/guardian cell phones must be silenced while at school, no exceptions. If volunteers must make or take phone calls, they must exit the classroom and move to a location away from students.

- Volunteers are not permitted in the workroom or teachers lounge as those areas are reserved for staff only. If volunteers need to make copies for teachers, they may use the copy machine in Room 13 A. Volunteers are respectfully asked to pause projects if machines are needed by a teacher.

- Volunteers should only use copiers if they have a clear understanding of how they function. Teachers may offer informal training to volunteers who do not. Please help the school conserve resources by using paper, toner, and ink sparingly in all instances, and by recycling/reducing/reusing whenever possible.

- The revised Family Education Rights and Privacy Act (FERPA) prevents volunteers from accessing confidential student information, including grades and attendance markings. Volunteers must maintain confidentiality with regard to student information.

- Smoking (including e-cigs) is prohibited on school grounds, including the parking lot and sidewalk.

Additional questions or need for assistance should be emailed to volunteers@nv.ccsd.net. See Appendix for more information.