



VOLUNTEER HANDBOOK

Community and Family Volunteering

~Partners in Learning~

**Nye County School District
Human Resources Department
775-727-7743, Extension 305
hr@nyeschools.org**

Dear Volunteer,

This handbook is directed to all volunteers, parents, older siblings, grandparents, college or high school students, retired persons, former teachers and administrators, persons from the business and faith communities, persons of every educational level – in short, to anyone willing to devote a portion of his or her time to one of the most important systems in any community – public schools. One hour a week, one day a week, one day on a special project, weeks or months – your efforts make a difference.

Schools, students, teachers, staff, parents and the community benefit from the work of individuals like you who freely volunteer to share their talents and resources. We also know that as a volunteer, you too, will be rewarded.

You are appreciated! Volunteers cannot replace staff, but a volunteer can extend and enhance the staff's ability to serve students. Teachers and staff know they are fortunate to work with so many committed volunteers. Volunteers in schools help in many ways and will continue to play important and valuable roles in Nye County School District: tutoring, classrooms, playgrounds, libraries, offices, field trips, team sports, and special projects. We want to ensure that you get the most out of your volunteer experience. This handbook offers information that we hope you will find helpful.

On behalf of the district, administration, teachers, staff and students...

Thank you and welcome to our schools!

Legal Requirements

Screening: For the safety of NCSD students, all prospective volunteers are required to complete a School Volunteer Application and provide a copy of their valid driver's license or state-issued identification card (front and back) and Social Security card. The exception to this requirement is in the case of a non-US citizen, which requires only one form of ID. Pursuant to NRS 391.104 and the Adam Walsh Volunteer Act, all unsupervised volunteers will undergo a thorough fingerprint background check prior to beginning service as a volunteer and at least once every five (5) years thereafter. The current cost of the fingerprint background check is \$34.66, which must be submitted in the form of a debit/credit card or money order in the amount of \$32.75, made payable to NCSD.

NOTE: If a volunteer indicates that he/she has a previous arrest, charge or conviction such as a drug conviction, domestic violence, sexual offense, etc., the volunteer must provide a written explanation of the criminal history, including the dates, circumstances and steps taken to resolve the issue. The volunteer is encouraged to provide any legal documentation regarding the disposition of the arrest, charge or conviction. These volunteers will not be released to volunteer until the full background check has been completed and deemed cleared by NCSD Human Resources.

Security: Volunteers are required to sign in at the school office. A red folder or a clipboard is provided for this purpose. *If you do not see one, ask the office staff where it is.* Signing in each time you volunteer allows school personnel to locate you immediately in case of an emergency. You will be given a sticker to wear to identify you as a volunteer. It is important for all staff and students to know you are authorized to be on campus. Be sure to sign out before you leave; failure to do so could compromise your liability insurance and your future volunteer status.

Liability: The Nye County School District is proud to provide liability coverage and an accident policy for its volunteers. In order to have this protection, all volunteers must log in and out of Volgistics with their assigned PIN **every** time they volunteer. Parents are discouraged from bringing younger children to school, but the final decision rests with each school principal.

Confidentiality: What you hear and observe about students, families and staff while volunteering in a school is **confidential**. Even a seemingly harmless comment repeated to another can be misunderstood and/or infringe on an individual's privacy rights. For schools to provide the best environment for learning, everyone's privacy must be respected.

Child Abuse and Neglect Reporting: School volunteers are obligated under mandatory child reporting laws to report any suspected child neglect or abuse. If a student discloses that they are in a dangerous situation, or if you have reason to suspect neglect or abuse, please report this immediately and privately to your school supervisor.

Supervision: Volunteers perform under the direction and supervision of school personnel. If a volunteer assists a student or students outside the classroom, they should not be taken to any area except that specified by the teacher or principal. Volunteers should know and follow all school policies and rules. The District, in its discretion and without a statement of reasons, may suspend any volunteer from further volunteer activities.

Transportation of Students: Volunteers are not allowed to provide transportation for students unless they have prior approval and have completed the required forms. Volunteers often assist as chaperones on school buses.

Volunteer Hours: School volunteers primarily volunteer during regular school hours when school is in session. If volunteering outside school hours, the school office must be accessible or school personnel available that can provide access to a first aid kit, student contact and emergency contact information. Volunteer hours are set up between the volunteer and the school.

Child Care: Parents/Guardians are discouraged from bringing children with them to school while they volunteer. Everyone's focus needs to be on the students who are enrolled in the school and involved in learning activities. There are ways to volunteer at home if child care is unavailable. If you have specific concerns regarding this practice, consult with the school principal.

Working with Children

Use your common sense: Never isolate yourself with a student. Volunteers should be helping in public areas; e.g. hallways, classrooms, the library, cafeteria, etc., anywhere a staff member could stop by anytime and check on a volunteer, no locked doors or secluded areas.

Discipline or behavior problems: As a volunteer, you may notice students disobeying school or classroom rules. Your responsibility is to call such matters to the attention of the teacher or other supervising school personnel. Never take corrective measures into your own hands.

Student/Volunteer Relationships: Volunteers function in a position of trust and Nye County School District does not extend that volunteer/student trust relationship outside of the supervised school environment. It is the responsibility of the volunteer to notify the site administrator immediately if he/she becomes involved with a student or student's family member outside of the NCSD environment.

Volunteers in the upper grades: Sometimes, volunteers do not feel needed or welcomed by students in upper grade levels. Be assured, however, that your presence and assistance is still welcome and needed. Volunteering with older students is just as important as in the early grades; it simply has to be adapted to the development and educational needs of the students. If you would like to volunteer with older students and are unsure how, please feel free to speak with the principal, school contact, teacher or volunteer coordinator for specific ideas.

Ways you may volunteer: All volunteers may be asked to assist the school personnel in the following ways:

- Play instructional games with students
- Help with book fairs or other fundraisers
- Chaperone field trips
- Help with the school's newsletter
- Assist with before or after school programs
- Help children learn another language
- Serve on special school or district committees
- Organize and supervise games with students at recess

- Assist coaches of athletic teams
- Assist office staff with administrative duties
- Assist school personnel with school safety, direct traffic or act as crossing guard
- Demonstrate different artistic skills
- Tutoring for special programs

Who Volunteers: The NCSD volunteer pool consists of parents, older siblings, grandparents, college or high school students, retired persons, former teachers and administrators, persons from the business and faith communities, persons of every educational level. Anyone who cares about helping children achieve a quality education is welcomed as a volunteer.

School Volunteers Make a Difference in Students' Lives!

Volunteer Commitment

We count on our volunteers: Whether you are volunteering on a regular basis or for a one-time event or project, arrive a little early so there is time for communication and direction. Also, be sure to let the teacher, secretary, or whoever is supervising your work as a volunteer know in advance if your schedule changes or if you cannot make it when you are expected.

You are part of a Team: Be a professional. As a school volunteer, you are a role model for students. Behave towards students and school staff in a respectful manner that sets an example of professionalism and good citizenship.

Communication: Do your best to communicate with the teacher or school staff. It is crucial that the lines of communication stay open and clear. Do not hesitate to ask questions if you are unsure about what is expected of you or how to use office/classroom equipment.

Who is doing the teaching? If you are volunteering in a classroom, make sure you and the teacher are clear on your responsibilities and that you are both comfortable with your duties. The real value for a teacher to have a volunteer is that it frees the teacher to teach. If you are spending more time making copies or prepping for activities than is satisfying to you, talk to the teacher about other ways you can help.

Language: Refrain from the use of profane, insulting or otherwise offensive language. Just as we expect students to refrain from using inappropriate language while at school, we also expect the same from teachers, staff and volunteers. Most adults realize how easily children pick up on what we say. Keep in mind, what may be a harmless slang term to you, may also be offensive to another adult or student.

No Smoking: Pursuant to NRS 202.249, 202.2491 and NCSD policy 0223, there is no smoking allowed in any NCSD buildings or on any NCSD grounds. This includes any building used for instruction, administration, support services, maintenance, parking lots or storage; the grounds surrounding buildings and all district owned vehicles.

Drugs and Alcohol: Abstain from the use, possession or consumption of alcoholic beverages or any other controlled substances while volunteering in any capacity on or off school premises.

Cell phones: It is not appropriate to take calls, send or receive messages, post to social media, and photograph or video school activities with your cell phone while volunteering.

What to wear: Please dress in appropriate and professionally accepted clothing while volunteering. Your style of dress may range from business casual to athletic depending on the area/activity you are volunteering for. If you have any questions, please refer to the school's dress code or speak with the office.

Code of Conduct: While volunteering, we ask that you treat everyone you encounter fairly and with respect, regardless of race, color, religion, gender, national origin, age, political affiliation or disability. *Please refrain from public criticism of fellow volunteers, students and staff of Nye County School District.*

Our Commitment to You

While there are certain expectations from volunteers to help things run smoothly, we realize you also have expectations from school and district staff. We are committed to working with you to make sure volunteering is rewarding for everyone.

Efficiency: We respect your time commitment and will make every effort to utilize your time efficiently. If you have any questions or suggestions to help us, please share them.

Interests and talents: We want to make the best match we can between volunteer opportunities and your interests and talents. Let school personnel or the volunteer coordinator know how you can best contribute. Your input may lead to the development of additional volunteer opportunities.

Communication: We will make every effort to keep you informed of any changes to schedules or activities that may affect your volunteering time.

Parent volunteers: The role of parenting is understood, encouraged and supported. Parents play an integral role in assisting student learning. Parent representatives will be actively sought for district advisory committees to ensure that parents are full partners in decisions that may affect their students.

Collaborating with the Community: Community resources will be used to strengthen schools, families and student learning.

Volunteer orientation: This handbook is meant to be a useful tool in covering general Nye County School District information, policies and expectations; however, before beginning a new volunteer assignment, please meet with school personnel for additional information specific to their school, including emergency procedures. When volunteering, it is always best to ask for training on where supplies are located, how to use certain office equipment, etc. Each school/department may be a little different; being flexible and asking questions is part of learning how to help. We also recommend that volunteers ask for school calendars as they can be very helpful to keep track of events and school closures.

Volunteer training: All volunteers must complete free online Vector Solutions-SafeSchools training at <http://nye.nv.safeschools.com/login>. As you complete each training, note the date on the acknowledgement form included in this handbook. Once all courses are completed, sign and date the form and return it to the Volunteer Coordinator.

Documentation: The following documentation must be completed and turned into the Volunteer Coordinator before beginning any volunteer assignment:

- Volunteer Confidentiality Agreement
- Volunteer Handbook Acknowledgment
- SafeSchools Acknowledgment form

SCHOOL VOLUNTEERS

The Nye County School District (NCSD) Board of Trustees (BOT) encourages parents/legal guardians and other members of the community to volunteer their time for purposes that benefit our students.

NCSD recognizes that parents/legal guardians play an integral role in assisting their students to learn, and promotes a safe and open atmosphere for them to visit their school, and support school programs. Because of this, NCSD actively encourages parents/legal guardians and family members to volunteer in their students' classrooms and at school programs.

Pursuant to Nevada Revised Statute (NRS) 391.104, all volunteers will undergo a background check prior to beginning service as a volunteer, and at least once every five (5) years thereafter. Any volunteers who are likely to have **unsupervised** contact with students will also have to undergo a thorough fingerprint check prior to volunteering, and at least once every five (5) years thereafter. Unsupervised contact would include instances such as parent/teacher group members, chaperoning and coaching.

NCSD administration will supervise all work performed by volunteers and must control all services provided by volunteers. The administration may not use volunteers to take the place of licensed educators. Volunteers, under the supervision of licensed educators, may assist, as permitted by NRS and NCSD policy/regulation. All volunteers must comply with NCSD policy/regulation, specifically those related to anti-harassment, workplace violence, and code of conduct.

Adopted: October 13, 1998
Revised: November 22, 2022
Reviewed: November 22, 2022

NEPN/NSBA Classification: IJOC

Legal Reference: NRS 179A.310, 179A.315, 179D.441-179D.550, 391.104, 392.456-4577

Forms Location: None

TITLE: 5563R School Volunteers

PURPOSE AND BACKGROUND: To outline procedures for the placement and supervision of volunteers

APPLICABILITY: All School Sites

MONITORING RESPONSIBILITY: Human Resources Department

OUTLINE OF PROCEDURE:

Nye County School District (NCSD) will provide parents/legal guardians and community members who wish to volunteer the opportunity to do so, pursuant to Nevada Revised Statute (NRS) 391.104. The NCSD Human Resources Department will work cooperatively with NCSD staff to supervise the activities of volunteers. Any volunteers who are likely to have **unsupervised** contact with students will also have to undergo a thorough fingerprint check, which includes a background check, prior to volunteering, and at least once every five (5) years thereafter, as required by NRS 391.104. Unsupervised contact would include instances such as parent/teacher group members, chaperoning and coaching.

All volunteers must complete the volunteer application and provide a copy of their valid driver's license or state-issued identification card (front and back) and Social Security card (or Passport).

NOTE: If a volunteer, who will be in an unsupervised volunteer role, indicates that he/she has a previous arrest, charge or conviction such as a drug conviction, domestic violence, sexual offense, etc., the volunteer must provide a written explanation of the criminal history, including the dates, circumstances and steps taken to resolve the issue. The volunteer is encouraged to provide any legal documentation regarding the disposition of the arrest, charge or conviction. These volunteers will not be released to volunteer until the full background check has been completed and deemed cleared by NCSD Human Resources.

The Human Resources Department will provide schools with a current list of processed, cleared volunteers, and provide the volunteer with an assigned PIN for the Volgistics management system. All volunteers must log in and out of Volgistics with their assigned PIN each time they volunteer.

Effective: July 20, 2012
Revisions: November 22, 2022
Review: November 22, 2022

NEPN/NSBA Classification: IJOC

Legal References: NRS 179A.180-179A.240, 179D.600-179D.800, 391.104 & 392.456-4577

Forms Location: None

Nye County School District Regulation