

Administrative Manual 1536



Washoe County School District

Every Child, By Name And Face, To Graduation

Staff Management of Volunteers Procedures Manual

www.washoeschools.net
775.348.0200
425 East Ninth Street
Reno, NV 89512

Non-Discrimination Statement: The Washoe County School District is committed to nondiscrimination on the basis of race, color, national origin or ethnic group identification, marital status, ancestry, sex, sexual orientation, gender identity or expression, genetic information, religion, age, mental or physical disability, military or veteran's status in educational programs or activities, and employment as required by applicable federal and state laws and regulations. No District employee, including, without limitation, administrators, faculty, or other staff members, nor students shall engage in acts of bullying, harassment, or discrimination on the premises of any public school, school-sponsored event, or school bus in the District. Prohibited behaviors include cyber-bullying, sexual harassment, hazing, intimidation and retaliation.

Disclaimer: This manual may contain references to Board Policy, administrative regulations and other documents pertaining to the rules and regulations of the Washoe County School District. The District reserves the right to revise any of these documents. To verify the current version of any of these documents, please check the District's website at www.washoeschools.net/Page/2903.

Office of Communications and Community Engagement

Department of Volunteer Services

Physical: 494 Poplar Street, Reno, NV 89512

Mailing: PO Box 30425, Reno, NV 89520-3425

425 East 9th Street

Reno, NV 89512

775-348-0200

<http://washoeschools.net/Page/198>

Volunteer Services Mission Statement

Providing safe, productive community volunteers, volunteer programs, no-cost worker resources, and other resources for the academic support of all of Washoe County School District in a cooperative, efficient and friendly manner.

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I. INTRODUCTION

A “volunteer” is anyone who, without compensation, performs a task at the direction of and on behalf of the District. A “volunteer” must be officially registered with and approved by the District prior to performance of the task. Volunteers are not considered as “employees” of the Washoe County School District (“District” or “WCSD”).

This manual provides overall guidance, structure and direction to staff regarding the vetting and approval process for volunteers. The procedures do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The District reserves the right to change any of these procedures at any time and to expect adherence to the changed procedure.

Unless specifically stated, these procedures apply to all volunteers in all programs and projects undertaken on behalf of the District and to all schools and other sites of operation of the District.

II. DISTRICT SERVICES

The following District departments shall provide support to the volunteer clearance process.

A. Volunteer Services Department

1. The productive use of volunteers requires a planned and organized effort. The Volunteer Services Department, a division of the Office of Communications and Community Engagement, is responsible for the coordination of volunteers in the District.
2. The Department provides a central contact, offering coordinated and effective management under District guidelines for the benefit of staff, students, and volunteers.

B. School Police Department

1. The WCSD School Police Department shall conduct all required background checks and/or fingerprinting.
2. Appointments can be made online at <https://www.washoeschools.net/Page/11574>.

C. Human Resources – Employee Services

1. The Office of Human Resources is a source of support and information, particularly related to volunteer coaches and the approval process.
2. Contact HR at 775-348-0327. 775-348-0326?

D. Information Technology – Infinite Campus

1. The Information Technology Department is a source of support and information related to the maintenance and storage of information for volunteer applications within the District's electronic records database (Infinite Campus or "IC").
2. Log a help request Help Desk at 775-789-3456.

III. VOLUNTEER CLEARANCE

1. In accordance with Nevada state law and WCSD Board Policy 4510, Protection of Students – Background Checks and Mandatory Reporting, District volunteers are subject to a criminal and civil background check and, as applicable, fingerprinting prior to beginning the volunteer opportunity.

A. Volunteer Categories

1. Regular Volunteer
 - a. A regular volunteer is as an individual who volunteers at least four (4) times a month or once each week; or who may work unsupervised with students.
 - b. Regular volunteers, unless otherwise indicated, shall submit to a background check (annually) and fingerprinting prior to beginning the volunteer opportunity and every five (5) years thereafter.
2. Coaches
 - a. A coach, who is not otherwise a District employee, and whether paid or unpaid, shall submit appropriate paperwork to the school at which they will be volunteering, and submit to a background check and fingerprinting prior to working with students and on an annual basis thereafter.
 - b. Coaching applications are generally referred to the Office of Human Resources for processing, with fingerprinting conducted by the WCSD School Police Department. Contact the Office of Human Resources for additional information at 775-348-0321.

- c. Coaches shall submit to a background check and fingerprinting prior to beginning the coaching opportunity and every year thereafter.
3. Transportation of Students
 - a. Any volunteer who will transport a student as part of the volunteer opportunity shall, in accordance with the District's transportation of students procedures, complete the Annual Request to Transport Students application in addition to the volunteer application, and submit to a background check and fingerprinting prior to transporting a student(s) and on an annual basis thereafter.
 4. Field/Activity/Athletic Chaperones
 - a. Chaperones of overnight student trips and/or chaperones of day trips where the trip goes outside the state of Nevada shall submit to a background check and fingerprinting prior to the trip and on an annual basis thereafter.
 - b. Chaperones of day trips where the trip remains inside the state of Nevada shall submit to a background check only prior to the trip and on an annual basis thereafter.

B. Application Process

1. All prospective volunteers shall:
 - a. Complete the volunteer application. See Administrative Form 1537, Adult Volunteer Application.
 - i. Parent/Guardian and other school-based volunteers shall apply through the applicable school.
 - ii. Community- and/or organizational-based volunteers shall apply through the Volunteer Services Department.
 - b. Submit to a background check and, as applicable, fingerprinting prior to volunteering in the District.
2. Application
 - a. Applications should be available in school offices and online through the Volunteer Services webpage at <http://washoeschools.net/Page/3689>.
 - b. Applications must be accompanied by a copy of the applicant's government-issued photo identification. Staff shall verify that the name on the application matches the name that appears on the government

issued photo identification. Photo identifications which are accepted include:

- i. Driver's license issued by a state or outlying possession of the United States, provided it contains a photograph and information such as name, date of birth, gender, height, eye color, and address
 - ii. Identification (ID) card issued within the United States or an outlying possession by a federal, state or local government agency, provided it contains a photograph and information such as name, date of birth, gender, height, eye color, and address
 - iii. Official U.S. Passport
 - iv. Official U.S. Military I.D.
 - v. Permanent Resident Card
 - vi. Foreign ID or Passport which is government issued and includes a picture
3. Background checks and fingerprinting shall be conducted by the WCSD School Police Department.
- a. An application for an event/opportunity that requires fingerprinting must be submitted a minimum of eight (8) weeks in advance.
 - b. An application for an event/opportunity that requires a background check only must be submitted a minimum of two (2) weeks in advance.
4. Fingerprinting and Background Check
- a. All volunteer applications shall be reviewed by the school administrator and/or the Volunteer Services Department. Designated staff shall verify that the name on the application matches the name that appears on the government issued photo identification.
 - b. Once the volunteer application receives preliminary approval from the school administrator or Volunteer Services Department, it shall be forwarded to the District's School Police Department, along with a copy of the ID, for a background check, in cases where fingerprinting is not required.
 - c. If the volunteer opportunity requires the applicant to submit to fingerprinting, the school or volunteer services administrator shall sign the completed application, authorizing fingerprinting by the WCSD School Police Department, and refer the applicant to the WCSD School Police Department.

- i. Prospective volunteers are advised to make an appointment for fingerprinting through the District's online appointment system at <https://www.washoeschools.net/Page/11574>. Drop-ins are accepted but may encounter wait times as individuals with appointments shall be assisted first. Should you need assistance making an appointment, contact the school or volunteer services.
 1. WCSD School Police is located at 425 East 9th Street, Building B, Reno, Nevada. The Fingerprint Office is open from 9 a.m. – 12 p.m. and 1 p.m. – 4 p.m. Monday through Friday (excluding holidays).
 2. Directions: Cross streets are between Valley Rd. and Evans Ave. near the University of Nevada. The WCSD School Police Department is located in Building B on West side of the building. Enter through the blue double doors marked "Fingerprinting." If you have problems locating the office, go to the main entrance and ask the receptionist for Fingerprinting.
 - ii. The applicant shall take the original, authorized, signed School Volunteer Application to the WCSD School Police Department. An applicant will not be fingerprinted without your authorized School Volunteer application.
 - iii. Applicants without an authorization will be asked to return to the school for authorization.
 - d. The cost of fingerprinting is \$45, which is due at the time the fingerprints are taken. The cost of the background check/fingerprinting may not be waived. Payment can be made by check, money order or exact cash.
 - e. School police will notify the school of the results. How will they do this?
 - f. Fingerprints and/or background checks obtained from outside entities (i.e. military clearance, sheriff's card) are not accepted by the District.
5. Background Check only
- a. If the volunteer opportunity requires the applicant to submit to a background check only, the school or volunteer services administrator shall sign the completed application, authorizing the background check by the WCSD School Police Department, and forward the completed application with a copy of the approved form of identification to the WCSD School Police Department.
 - b. The volunteer application shall be completed by the volunteer and require the approval of the school site administrator or Volunteer Services.

- c. There is no charge for a background check.
 - d. Results of background checks will be returned to the school or Volunteer Services
6. Fingerprinting and/or Background Check Results
- a. An individual may not volunteer until fingerprint and/or background check results have been returned and approved by the school or Volunteer Services.
 - b. The school shall ensure that only volunteers who have been cleared are allowed to serve as a volunteer or chaperone.
 - c. Results will be available from School Police.
 - i. If the applicant is a parent/guardian, the notice of clearance shall be forwarded to the school.
 - ii. If the applicant is a community volunteer, notice of clearance shall be forwarded to the Volunteer Services Department.
 - d. The School/Volunteer Services shall enter the volunteer information to the District's records database (Infinite Campus or "IC").
 - e. If there are no concerns with the fingerprint check, notice will be sent by the District to potential volunteers who have been cleared and the school. The potential volunteer are advised to verify with the school/department to ensure he/she has been cleared in advance of the trip or volunteer opportunity.
 - f. If there is a concern with the fingerprint check, the potential volunteer will be notified by School Police. In cases of serious concern, notification of unacceptable screening results is given to school principals and/or Volunteer Services.
 - g. If fingerprints are not successfully taken or do not produce results, the applicant will be notified by mail of the need to be re-fingerprinted by School Police. Applicants must be re-fingerprinted within two weeks of a notice of fingerprinting failure. Failure to be re-fingerprinted in the required time may result in volunteering delays.
 - h. An applicant found to be a registered sex offender, on an active warrants list, on a terrorist list, or on probation or parole will not be allowed to volunteer. An applicant may be barred from volunteering when a criminal record exists that includes one or more of the following:
 - i. The applicant is a convicted felon;

- ii. The applicant is on probation for any offense (including a deferred adjudication probation) that would otherwise restrict volunteering;
 - iii. The applicant has been convicted of a misdemeanor involving moral turpitude, or is charged with a felony or misdemeanor involving moral turpitude, until there is a final disposition of the charge. Moral turpitude refers to conduct that is considered contrary to community standards of justice, honesty, or good morals.
- i. An individual who provides false information or fails to disclose all requested information on the volunteer application, to include a background check questionnaire, may be denied the volunteer opportunity and/or be barred from future volunteering with the District.

C. School Police – Fingerprinting / Background Checks

1. A criminal and civil background check and fingerprinting:
 - a. Requires the person's name, date of birth, gender, race, and last four digits of the Social Security number or other identifying information obtained from an approved government identification.
 - b. Shall include a check against local, state, and national databases for arrest warrants; and,
 - c. May include a check against active restraining orders, individuals currently on probation or parole, the state and national sex offender registries, and the FBI terrorist list.
2. Fingerprint checks shall be submitted to the U.S. Federal Bureau of Investigation's (FBI) National Crime Information Center (NCIC) and the Nevada Criminal Justice Information System (NCJIS).
3. Retention of Information. Information obtained through a background check shall, in accordance with state and federal laws and regulations:
 - a. Be maintained by the WCSD School Police Department; and
 - b. Remain confidential, to the extent possible.

D. Timelines

1. Applicants must submit to fingerprinting at least eight (8) weeks in advance of the volunteer opportunity. Where only a background check is required, the application and accompanying documentation must be submitted at least two (2) weeks in advance. Please plan travel and other volunteer opportunities accordingly.

- a. If fingerprint results are not received within two (2) weeks of a student travel opportunity, the applicant will be unable to attend the trip.
2. If an applicant has a criminal history that may need more time for review or if he/she anticipates fingerprinting issues, it is recommended that the fingerprinting process be started earlier than the eight (8) weeks.

IV. RECORDS – INFINITE CAMPUS

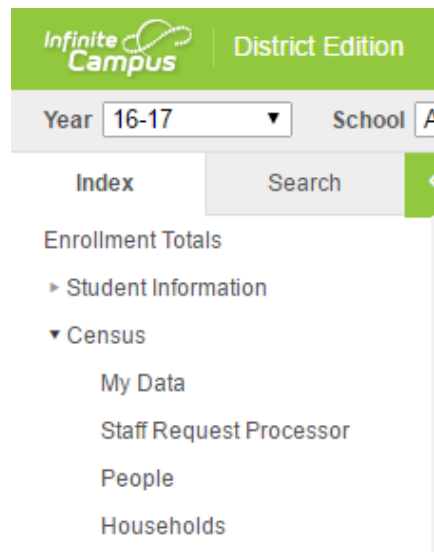
A. Volunteer Tab

1. The Volunteer tab is where information is entered related to the person submitting the volunteer application.
2. If the applicant/volunteer is not currently in Infinite Campus, create a new person under Census > Add Person. When creating a new person, you must have First Name, Last Name, Gender, and Birthdate. All of this information will be included on the volunteer application.
3. Districtwide Volunteer Services, Labor Relations/School Police in the drop down menu is only to be used at the District level
4. Volunteers must complete an application and be approved at all school sites if volunteering at multiple schools, only one set of fingerprinting/background checking is required. Check Infinite Campus for most recent screening information
5. It is possible that a volunteer may be approved at one school site and not another.
6. Data Entry Pathway

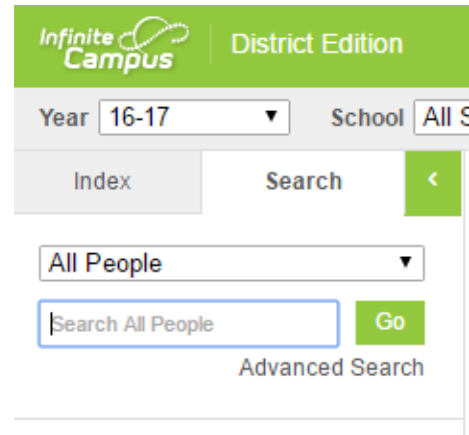
➤ Index

➤ Census

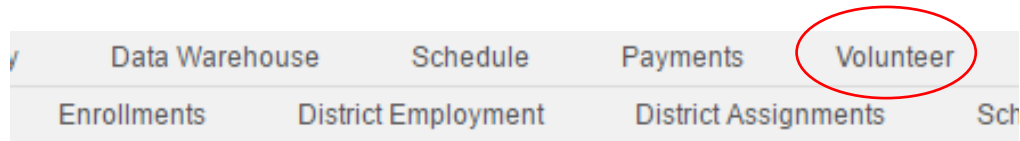
➤ People



- Search by All People
- Select Person (verify it is the correct person)



- Select **Volunteer** tab
- Select New Status



C. Volunteer Tab Requirements

1. All fields are mandatory
 - a. Volunteer Status: Dropdown to select Approved or Not Approved
 - b. Volunteer Type: Dropdown to select
 - N=Non Regular
 - O=Overnight/Out of State
 - R=Regular
 - c. Start Date: Date the application was approved or not approved
 - d. End Date:
 - a. One calendar year after the start date for Non Regular and Overnight/Out of State
 - b. Five calendar years for Regular Volunteers
 - e. Administrator: Name and title of the administrator approving or not approving the application.

- f. School: Select your school from the drop down menu.
- g. Save the information.

The screenshot shows a web form titled "Volunteer". It contains several fields: "*Status Date" with a date picker set to 05/03/2018; "Status Time" with a time input set to 11:39 AM; "*Volunteer Status" and "*Volunteer Type" as dropdown menus; "*Start Date" and "*End Date" as date pickers; "*Administrator" as a text input field; and "*School" as a dropdown menu with "Select a Value" as the current selection.

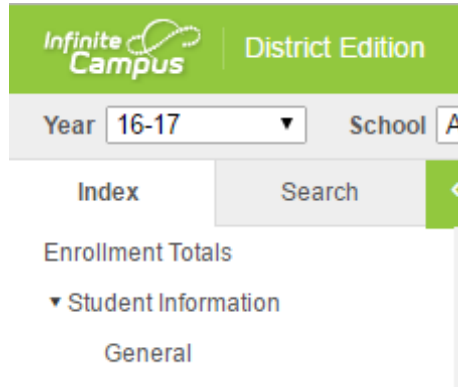
D. Revocation of Volunteer Approvals

1. In the event an approval is revoked, staff shall take the following steps:
 - a. End date the approved status with the date of revocation
 - b. Start a new status choosing Not Approved with the date of revocation as the start date and end date it one calendar year later.
 - c. Add the name and title of the administrator revoking the volunteer rights.

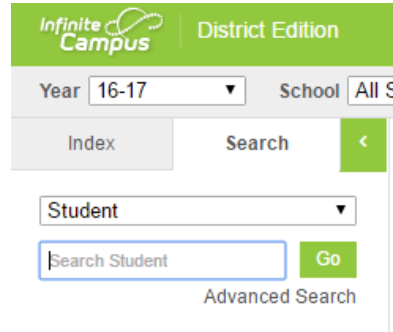
E. Volunteer Flag

1. The Volunteer Flag (schools only) is where information will be entered under the student that the volunteer is connected to.
2. Teachers do not have the ability to search by All People in the index. Adding a flag to the student who the volunteer is attached to allows the teacher or administrator quick access to the necessary information.
3. All volunteers must also be entered under the Volunteer Tab.
4. Data Entry Pathway

- Index
 - Student Information
 - General



- Search by Student
- Select Student



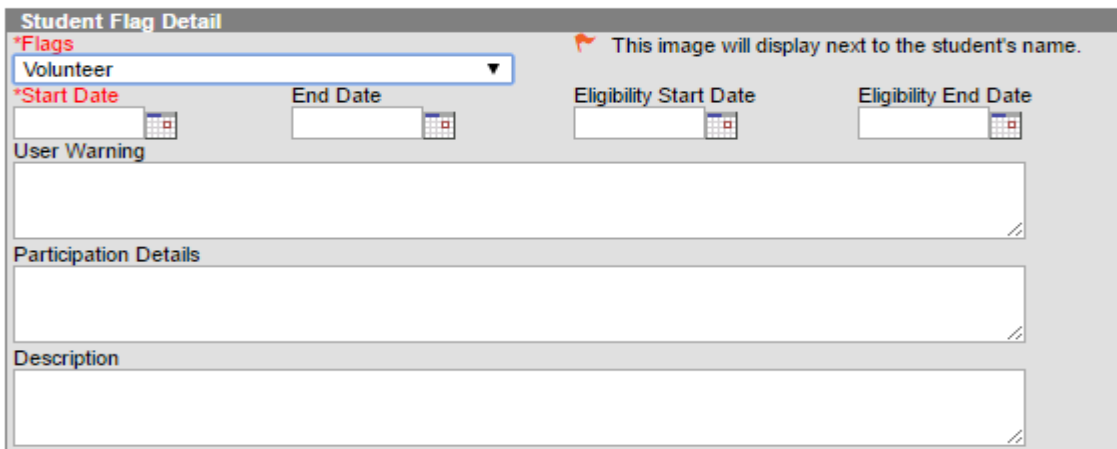
- Select **Flags** tab
- Select New

Records Request	Run for Ed	ReEngagement Center	
Tribal Enrollment	Attendance Letters New	MS Athletics	
Schedule	Attendance	Flags	Grades
		Transcript	

F. Volunteer Flag Requirements

1. Flags: Select Volunteer from the drop down menu
2. Start Date: Date the application was approved or not approved
3. End Date:
 - a. One calendar year after the start date for Non Regular and Overnight/Out of State
 - b. Five calendar years for Regular Volunteers
4. User Warning: Add the first and last name of the volunteer and either Approved or Not Approved. Putting this information in the User Warning will allow anyone who hovers over the flag to see the information
5. Do not add any additional information.
6. Save the information.

 Save  Delete  New



The screenshot shows a web form titled "Student Flag Detail". At the top right, there is a red flag icon and the text "This image will display next to the student's name." Below this, there are four date fields: "Start Date", "End Date", "Eligibility Start Date", and "Eligibility End Date", each with a calendar icon. A dropdown menu labeled "Flags" is set to "Volunteer". Below the date fields are three text input areas labeled "User Warning", "Participation Details", and "Description".

G. Revocation of Volunteer Approval in the Flag

1. In the event an approval is revoked, please take the following steps:
 - a. End date the flag with the date of revocation
 - b. Start a new flag with the date of revocation as the start date and end date it one calendar year later.
 - c. Add the name and title of the administrator and Not Approved in the User Warning

V. CONFIDENTIALITY

1. The District is obligated to protect the confidentiality of student educational records and complies with state and federal laws and regulations which protect the privacy interests of parents/guardians and students.
2. Volunteers, as part of the application process, shall be asked to complete a Confidentiality Agreement. Volunteer applicants, by signing the Volunteer Application, acknowledge and agree that he/she:
 - a. May have access to confidential student information;
 - b. Will maintain complete confidentiality regarding the information obtained while serving as a volunteer;
 - c. Will not divulge to anyone any matters discussed, including discussions by District employees or any student behaviors/interactions, written materials or computerized records which are viewed while serving as a volunteer;
 - d. Will follow established procedures of the District regarding disclosure of information.
3. School volunteers may help with grading student papers. Access to other student's scholastic information is up to the discretion of the school principal and teacher. It is recommended that any volunteer with access to a student's scholastic information complete a full Confidentiality Agreement. See Addendum C

VI. SUPERVISION OF VOLUNTEERS

1. When first meeting with the volunteer, the teacher/supervisor should plan to discuss the following:
 - a. Days and times to work in classroom/school;

- b. Procedures for the volunteer to keep in touch with teacher/supervisor (regular conferences, telephone conversations, notes, informal meetings);
 - c. Alternate plans for days when the teacher/supervisor is absent;
 - d. How the teacher/supervisor will communicate the day's assignment (folder, note or other means);
 - e. How the students will address the volunteer (school or volunteer's preference of having students use first name or Mr. /Ms. /Mrs.);
 - f. Materials, strategies or games to be used;
 - g. Teacher/supervisor's classroom/school procedures and rules (such as management system, reinforcement techniques, organizational plans, emergency procedures, where volunteer leaves personal belongings, and whether volunteer is welcome in teachers' lounge and lunchroom); and
 - h. Protocol for informing school/teacher/student about volunteer absence.
2. If the volunteer will work on academic areas with students, the teacher/supervisor should also discuss:
 - a. Pertinent background information about the student(s) the volunteer will work with (within the appropriate standards of student information confidentiality);
 - b. Special needs of the student(s);
 - c. Tips for working with specific students (learning style and reinforcement techniques);
 - d. Procedures for taking student(s) out of classroom for individual work;
 - e. Designation of work area location; and
 - f. Alternate plan if student is absent.

F. Volunteer Groups with Animals

1. Except as described in Administrative Procedure 7330, Animals on School Grounds, pets and other animals are not permitted on District property.
2. Animals which are potentially dangerous to humans, to include wild animals, poisonous reptiles, and poisonous insects, are only allowed in the school if they are there for an educational purpose.

3. The handler of such animals, prior to bringing the animal(s) on school property, must:
 - a. Be approved as a volunteer following the volunteer screening procedures; and
 - b. Provide a completed District Independent Contractor Agreement through the Volunteer Services Department with appropriate proof of insurance.
4. The Volunteer Services Department will assist schools with requests for volunteer groups with animals, to include volunteer screening procedures and obtaining the independent contract agreement with proof of insurance.



Administrative Form 1537
ADULT VOLUNTEER APPLICATION

Volunteer Services: 494 Poplar Street, Reno, Nevada 89512 / volserv@washoeschools.net / 775-348-0346

Date _____ Photo ID Check (initial and attach a copy of photo ID) _____

Location/school: _____

Regular Volunteer: Program/Purpose: _____

Field Trip: Date(s) _____ Overnight or Out-of-State Day Trip (Must be fingerprinted)

Applicant Name: _____
(Last Name, First Name, Middle Initial – enter exactly as shown on photo identification)

Phone: _____ Email: _____

Physical Address: _____
(Street, City, State, Zip Code)

Mailing Address: _____
(If different from above – street/PO Box, City, State, Zip Code)

Date of Birth: ____/____/____ Last four digits of Social Security Number (if available): _____

Gender: _____

I am a (check all that apply): Parent/Guardian of a District student Other Family Member / Caretaker
 Community Volunteer District Employee

If you are a parent/guardian or caretaker, list student and teacher name(s):

If volunteering as part of a community organization/business member, list the name(s) of the organization/business:

If you are NOT a parent/guardian or caretaker, please provide two (2) non-relative references:

Name	Relationship	Phone	Initial: Reference Checked
_____	_____	_____	_____
_____	_____	_____	_____

Name	Relationship	Phone	Initial: Reference Checked
_____	_____	_____	_____
_____	_____	_____	_____

In Case of Emergency, contact:

Name	Relationship to you	Phone
_____	_____	_____
_____	_____	_____

Emergency medical information/conditions (i.e. asthma)

PROCEDURE

1. For additional information related to the volunteer application process, to include fingerprinting and background checks, refer to Administrative Manual 1535, Volunteers, for specific information or contact the District's Volunteer Services Department at 775-348-0346, or email volserv@washoeschools.net.
2. Prospective volunteers shall complete this volunteer application form and submit to a background check and, as applicable, fingerprinting, prior to volunteering in Washoe County School District ("District"). Return the completed application, with a copy of your government issued photo ID, to one of the following locations:
 - School Office
 - In person at WCSD Volunteer Services Department
494 East Poplar Street, Reno, Nevada 89512
 - By mail:
WCSD Volunteer Services Department
PO Box 30425, Reno, NV 89520-3425
3. A "volunteer" is anyone who, without District compensation, performs a task at the direction of and on behalf of the District.
 - a. A "volunteer" must be officially registered with the District prior to performance of the task. However, approval of the volunteer application does not guarantee the volunteer opportunity.
 - b. Volunteers are not considered employees of the District.
 - c. The District reserves the right to deny any individual from serving as a volunteer.
 - d. An applicant found to be a registered sex offender, on an active warrants list, on a terrorist list, or on probation or parole will not be allowed to volunteer.
 - e. Background checks must be completed annually. Fingerprinting may be required annually or every five (5) years depending on the volunteer opportunity.
4. Background checks and fingerprinting shall be conducted by the WCSD School Police Department.
 - a. An application for an event/opportunity that requires fingerprinting must be submitted a minimum of eight (8) weeks in advance.
 - b. An application for an event/opportunity that requires a background check only must be submitted a minimum of two (2) weeks in advance.
5. Background Checks and Fingerprinting
 - a. Fingerprinting and Background Check
 - i. The volunteer application shall be completed by the volunteer and require the approval of the school site administrator. To make a reservation, visit <https://www.washoeschools.net/Page/11574>. Walk-ins are accepted but may be subject to extended wait times.

- ii. There is a \$45 fee for fingerprinting, payable at the time of fingerprinting. Results of fingerprinting will be returned to the school.
- iii. Volunteer categories that are subject to a background check with fingerprinting include but are not necessarily limited to:
 - 1. Regular Volunteers. A regular volunteer works in a school weekly or 4 times in a month; or who may work unsupervised with students.
 - 2. Coaches
 - 3. Overnight Chaperones
 - 4. Field/Activity/Athletic Trip Chaperones – Out-of-State
 - 5. A volunteer approved to transport students
- b. Background Check only
 - i. The volunteer application shall be completed by the volunteer and require the approval of the school site administrator. Staff shall obtain a copy of an approved form of identification and forward the application and proof of ID to WCSD School Police. There is no charge for a background check. Results of background checks will be returned to the school.
 - ii. Other volunteers (non-regular by definition), to include a chaperone of a day field/activity trip inside the state of Nevada, are subject to an annual background check only.
- 6. Additional information can be found in Administrative Manual 1535, Volunteers Procedures Manual. Such information includes, but is not limited to:
 - a. Confidentiality and Student Information
 - b. Liability Coverage
 - c. Child Neglect, Child Abuse, and Bullying Reporting
 - d. Student / Volunteer Relationships
 - e. Prohibited Activities, to include possession of a weapon, smoking, and possession or use of alcohol or controlled substances.
- 7. School Staff Procedures
 - a. All volunteer applications received at the school site shall be reviewed and require approval by the school administrator. Staff shall verify that the name on the application matches the name that appears on the government issued photo identification.
 - b. Approved volunteer applications will be entered into the District's electronic student records database (Infinite Campus or "IC") under the Volunteer Tab. Schools will enter parent volunteers, and Volunteer Services will enter community volunteers as appropriate.



Administrative Form 1538
UNDER AGE 18 - SCHOOL VOLUNTEER APPLICATION

Volunteer Services: 494 Poplar Street, Reno, Nevada 89512 / volserv@washoeschools.net / 775-348-0346

Please Print:

Date _____ Photo ID Check (initial and attach a copy of photo ID) _____

Location/school: _____ Program/Purpose: _____

Applicant Name: _____
(Last Name, First Name, Middle Initial – enter exactly as shown on photo identification)

Phone: _____ Email: _____

Physical Address: _____
(Street, City, State, Zip Code)

Mailing Address: _____
(If different from above – street/PO Box, City, State, Zip Code)

Date of Birth: ____/____/____ Gender: _____

In Case of Emergency, contact:

Name	Relationship to you	Phone
_____	_____	_____

Special Medication Information, Emergency medical information/conditions (i.e. asthma)

Are you a student in a WCSD school? _____ If yes, please list the school: _____

Are you volunteering as part of a school, community organization or business? _____ If yes, please list the name(s):

If you are NOT a WCSD student, please provide two (2) non-relative references:

Name	Relationship	Phone	Initial:
_____	_____	_____	_____
			Reference Checked

Name	Relationship	Phone	Initial:
_____	_____	_____	_____
			Reference Checked

Ethnic Code Information (Check the code that best represents your ethnic identity) – Optional

___ African-American ___ Alaskan/Indian ___ Asian/Pacific ___ Caucasian ___ Hispanic ___ Other

_____ I understand and agree that while a visitor/volunteer on District property or at a District activity, I may have access to confidential student information. I understand and agree that by signing this document, I will maintain complete confidentiality regarding the information I obtain in such capacity. I understand and agree that I will not divulge to anyone any matters discussed, including discussions by District employees or any student behaviors/interactions, written materials or computerized records which I view. I understand and agree that if I receive calls or contacts from anyone requesting information from me regarding any District information, that I will follow established procedures of the District regarding disclosure of information.

_____ I affirm that I have read, understand, and agree to abide by all the information in this document and the District's Volunteers Procedures Manual (AM 1535) and that all the information I have provided in this application is true and complete to the best of my knowledge. I understand that the District reserves the right to verify all information on this application form and that any false statements or failures to disclose information may be sufficient to disqualify me as a volunteer. I hereby authorize the District to obtain information relating to my current and / or previous employment, education, and personal history records.

By signing below, I acknowledge that I understand, agree with, and will comply with the above statements:

Applicant Signature	Print Name	Date
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PARENT/GUARDIAN PERMISSION

I, the undersigned parent/guardian, agree to hold the Washoe County School District ("District") and its agents harmless from all suits and claims arising out of and in conjunction with my child/ward volunteering at the District.

In case of an accident or illness, the acting supervisor has my permission to secure medical attention as deemed necessary and if unable to communicate with me immediately.

Parent/Guardian Signature	Print Name	Date
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ADMINISTRATOR ONLY

I have reviewed the disclosed information above and ACCEPT___ DO NOT ACCEPT___ this applicant as a volunteer on our campus.

Principal Signature: _____

OFFICIAL USE ONLY

Human Resources check: Valid DL _____ SO Check _____ Fingerprinting check _____

Notes:

Responsible: Office of Communications & Community Engagement, Volunteer Services Department

PROCEDURE

1. For additional information regarding volunteer opportunities, contact the District's Volunteer Services Department at 775-348-0346, or email volserv@washoeschools.net.
2. Prospective volunteers shall complete this volunteer application form prior to volunteering in Washoe County School District ("District"). Return the completed application, with a copy of a government issued ID or a student ID, to one of the following locations:
 - School Office
 - Washoe County School District
Volunteer Services Department
494 East Poplar Street
Reno, Nevada 89512
 - By mail: Washoe County School District
PO Box 30425
Reno, NV 89520-3425
3. A "volunteer" is anyone who, without District compensation, performs a task at the direction of and on behalf of the District. A "volunteer" must be officially registered with the District prior to performance of the task. Volunteers are not considered employees of the Washoe County School District ("District").
 - a. The District reserves the right to deny any individual from serving as a volunteer.
4. Staff Vetting Procedures
 - a. All volunteer applications received at the school site shall be reviewed for approval and signed by the school administrator. The school shall retain a copy and forward a copy to the Volunteer Services Department.
 - b. Staff shall verify that the name on the application matches the name that appears on the government issued photo identification.
5. Additional information can be found in Administrative Manual 1535, Volunteers Procedures Manual.



Administrative Form 1509
CONFIDENTIALITY AGREEMENT

I understand and agree that while a visitor on Washoe County School District ("District") property, I may have access to confidential student information.

I understand and agree that by signing this document, I will maintain complete confidentiality regarding the information I obtain in such capacity.

I understand and agree that I will not divulge to **anyone any** matters discussed, including discussions by District employees or **any** student behaviors/interactions, written materials or computerized records which I view.

I understand and agree that if I receive calls or contacts from anyone requesting information from me regarding **any** District information, that I will follow established procedures of the District regarding disclosure of information.

By signing below, I acknowledge that I understand, agree with, and will comply with the above statements:

Name (Please Print)

Date

Signature

Date

Note: Written consent of parents/guardians is usually required for the release of personally identifiable records or other information protected by the Family Education and Privacy Act to agencies or individuals. Agencies or individuals may not share information with any other party without the written consent of the parents/guardians unless entitled to do so under FERPA 99.33. These education records may not be re-disclosed without written consent of the parent/guardian or eligible student.



Administrative Form 7576
ANNUAL REQUEST TO TRANSPORT STUDENTS

Responsible Office: Department of Transportation

1. Instructions for Completing Form:
 - a. Approval must be received annually for all drivers who transport students (other than the driver's own child(ren)). This includes District employees who may operate any motor vehicle owned, leased, rented or otherwise obtained using Washoe County School District ("District") funds to transport students.
 - i. In accordance with Administrative Procedure 7340, Renting a Vehicle While on District Business, "an employee must elect [to purchase] the [full] insurance option for physical damage to the rental vehicle."
 - b. The following documents are required prior to processing of this application:
 - i. District Employees:
 1. A copy of your District Identification card.
 2. A printout of your 10 year Nevada DMV record provided from a state DMV office, requested within the last 30 days. (Please note: only one 10 year DMV printout is required per school year. A violation code of 400 and above will result in an automatic denial. If you have not had a license in NV for 10 years, a copy of the previous state's 10 year driving record and your 10 year NV DMV record must be attached.)
 3. If You Will Be Driving a Privately Owned Vehicle: A printout of your current auto insurance declaration page including liability limits. (Limits below \$100,000/300,000 will be denied).
 4. If You Will Be Driving a District Vehicle: A copy of your District- issued Defensive Driving Certificate.
 - ii. Volunteers:
 1. A current copy of your Nevada Driver's License.
 2. A printout of your 10 year Nevada DMV record provided from a state DMV office, requested within the last 30 days. (Please note: only one 10 year DMV printout is required per school year. A violation code of 400 and above will result in an automatic denial. If you have not had a license in NV for 10 years, a copy of the previous state's 10 year driving record and your 10 year NV DMV record must be attached.)
 3. If You Will Be Driving a Privately Owned Vehicle: A printout of your current auto insurance declaration page including liability limits. (Limits below \$100,000/300,000 will be denied).
 4. A copy of your "approved" volunteer application, to include fingerprinting.
2. General Procedures
 - a. Specific requirements and restrictions are defined in Administrative Regulation 7545.2, Operation of Motor Vehicles for District Purpose. Please read all instructions carefully before signing this request.
 - i. Additional information related to student travel can be found in Administrative Manual 5310, Student Travel Procedures.
 - b. An applicant may not transport students unless an approved copy of this form is in his/her possession.
 - c. Allow one (1) week for the Transportation Department to process this request.
 - d. Only District employees may drive District owned/leased/rented vehicles.
 - e. Private vehicles may not be used by any driver to transport students out of the State of Nevada with the exception of the Lake Tahoe basin, to include the Truckee/Donner Pass areas, except to transport the driver's own children.

SUBMIT THIS FORM AND ALL REQUIRED DOCUMENTS TO:

Washoe County School District
Department of Transportation, Excursions – White Fleet Yard
1980 Kleppe Lane, Sparks Nevada 89431
Phone 337-7706

DRIVER'S NAME: _____ **SCHOOL/DEPT:** _____

Check that the required documents are attached.

DISTRICT EMPLOYEE	VOLUNTEER
___ A copy of District Identification card.	___ A current copy of Nevada Driver's License
___ A printout of your 10 year Nevada DMV record provided from a state DMV office, <u>requested within the last 30 days.</u> Please note: only <u>one</u> 10 year DMV printout is required per school year. A violation code of 400 and above will result in an automatic denial. If you have not had a driver's license in NV for 10 years, a copy of the previous state's 10 year driving record and applicant's 10 year NV DMV record must be attached.	
___ If You Will Be Driving a Privately Owned Vehicle: A printout of your current auto insurance declaration page including liability limits. Limits below \$100,000/300,000 will be denied.	
___ If You Will Be Driving a District Vehicle: A copy of your District-issued Defensive Driving Certificate.	___ A copy of your "approved" volunteer application, to include fingerprinting.

I certify that the information provided is current and correct to the best of my knowledge. I also understand that this approval, if granted, will expire at the end of the current school year or the date of expiration for the attached insurance declaration or driver's license, whichever expires first.

SIGNATURE OF DRIVER: _____ DATE: _____

ADMINISTRATOR'S CERTIFICATION

Initial One or Both of the Following Statements, as Appropriate:

___ I certify that this District employee is approved, by me, to transport students in a District owned/rented or private vehicle for trips as needed.

___ I certify that this volunteer is approved, by me, to use a private vehicle to transport students for trips within the state of Nevada, Lake Tahoe Basin and Truckee area.

ADMINISTRATOR'S SIGNATURE: _____ DATE: _____

TRANSPORTATION USE ONLY BELOW THIS LINE

Date Received: _____ Expiration Date: _____

Insurance Exp.: _____ NV DL Exp.: _____

Request Is: Approved: _____ Denied: _____ Reason: _____

Director Of Transportation: _____