



VOLUNTEER HANDBOOK

Community and Family Volunteering

~Partners in Learning~

**Nye County School District
Volunteer Coordinator Office**

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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, all volunteers will undergo a thorough fingerprint background check prior to beginning service as a volunteer and at least once every 5 years thereafter. The current cost of the fingerprint background check is \$32.75, which must be submitted in the form of a money order, made payable to Department of Public Safety (DPS).

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 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 Board of Trustees encourages parents/legal guardians and other members of the community to volunteer their time for purposes that benefit our students.

Pursuant to NRS 391.104, all volunteers will undergo a thorough fingerprint background check prior to beginning service as a volunteer and at least once every 5 years thereafter.

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

The 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 state law and school District regulation.

All volunteers must comply with NCSD policy, specifically those related to anti-harassment, workplace violence and code of conduct.

Adopted: October 13, 1998

Revised: January 30, 2019

Reviewed: January 30, 2019

NEPN/NSBA Classification: IJOC

Legal Reference: NRS 179A.310, 179A.315, 179D.441-179D.550, 391.100, 392.457

TITLE: 5563R School Volunteers

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

APPLICABILITY: All School Sites

MONITORING RESPONSIBILITY: Volunteer Coordinator's Office and Human Resources Director

OUTLINE OF PROCEDURE:

The Nye County School District will provide parents/legal guardians and community members who wish to volunteer the opportunity to do so by conducting a thorough fingerprint background check prior to beginning service as a volunteer and at least once every 5 years thereafter, pursuant to NRS 391.104. The Volunteer's Office and NCSD Human Resources Director will work cooperatively with District staff to supervise the activities of volunteers.

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. At the time of application, fingerprints will be taken by the volunteer office and the cost of the background check must be submitted by the volunteer in the form of a money order made payable to Department of Public Safety (DPS). Please contact the Volunteer Office for current fingerprint background check fee.

Seniors aged 55 years plus, who wish to volunteer as tutors may be eligible for a free background check through a private charity organization. Please contact the Volunteer Office for additional details.

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.

The Volunteer Office 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 20, 2018

Review: November 20, 2018

NEPN/NSBA Classification: IJOC

Legal References: NRS 179A.180-179A.240, 179D.600-179D.800, 391.100 & 392.457

**NYE COUNTY SCHOOL DISTRICT
VOLUNTEER CONFIDENTIALITY AGREEMENT**

This agreement is made between _____ (the Volunteer) and Nye County School District (NCSD).

1. The Volunteer acknowledges that, in the course of service with the NCSD, the Volunteer has, and may in the future, come into the possession/contact of certain confidential information including, but not limited to:

Student information
Personnel action or other employee information
Departmental information
Administrative decisions and/or discussions

2. The volunteer hereby agrees that he/she will at no time, during or after the term of volunteering, use for his or her own benefit or the benefit of others, or disclose or divulge to others, any such confidential information.
3. Although the NCSD is a public entity and is subject to laws regarding disclosure of public records, it is the responsibility of administration to determine what information, if any, is to be shared with the public, and whether the request for such information coming from a member of the public is appropriate for release.
4. It is the NCSD's formal position that any unauthorized release of confidential information by district level volunteers could violate student or employee rights, and that it is unprofessional and unethical. Any district level volunteers who provides such information, whether properly solicited or not, without first having obtained authorization to do so from that volunteer's supervising administrator, will be subject to discipline up to, and including ineligibility to volunteer anywhere within the NCSD.
5. This form shall be signed and dated by the Volunteer and supervising administrator and placed in the Volunteer's file.

I have reviewed this form and am aware of the District's position with respect to the unauthorized release of confidential information.

Volunteer Signature

Supervising Administrator Signature

Date

Date

**NYE COUNTY SCHOOL DISTRICT
VOLUNTEER HANDBOOK ACKNOWLEDGMENT**

I _____, acknowledge that I have received and read the Nye County School District Volunteer Handbook.

I fully understand the context of the handbook and agree to follow the guidelines set forth within it.

I further understand that it is at the discretion of the Volunteer Coordinator and the Nye County School District to remove volunteers that are not in compliance with their applications or are not a good fit for their volunteer assignments due to breach of confidentiality, improper dress, unprofessional behavior towards students/staff or poor personal hygiene.

Volunteer Signature

Date



As a condition of employment with NCSd, you will need to log in to SafeSchools and complete mandatory training in:

- ***Custodians only:*** Ladder Safety (Full Course)
- Medication Administration: Epinephrine Auto-Injectors (Full Course)
- Bloodborne Pathogen Exposure Prevention (Full Course)
- Conflict Management: Managing the Angry Parent (Full Course)
- Conflict Management: Staff-to-Staff (Full Course)
- Conflict Management: Student-to-Student (Full Course)
- FERPA: Confidentiality of Records (Full Course)
- Sexual Harassment: Staff-to-Staff (Full Course)
- Sexual Harassment: Student Issues & Response (Full Course)
- Sexual Misconduct: Staff-to-Student (Full Course)
- Workplace Bullying: Awareness and Prevention (Full Course)
- Employee Confidentiality Agreement (Policy)
- Policy/Administrative Regulation: 0211/0211R-Safe and Respectful Working/Learning Environment (Policy)
- Policy/Administrative Regulation: 0212/0212R-Prevention of Sexual Misconduct Toward Students (Policy)
- Policy/Administrative Regulation: 0223/0223R-Tobacco and Tobacco Products (Policy)
- Policy/Administrative Regulation: 0441/0441R-Code of Ethical Standards (Policy)
- Policy/Administrative Regulation: 5556/5556R-Internet and School Network Acceptable Use (Policy)
- Personnel Policy/Administrative Regulation: 6110/6110R-Title IX-Employees (Policy)
- Personnel Policies/Administrative Regulations: 6142/6142R-Ethical Standards, 6143/6143R-Staff Conduct, and 6143(a)R-Employee Code of Conduct (Policy)
- Student Policies/Administrative Regulations: 7510/7510R-Corporal Punishment, 7561/7561R-Aversive Intervention/Restraint of a Pupil with a Disability, and 7662/7662R-Reporting Child Abuse/Child Protection (Policy)
- Policy Acknowledgment Form (Policy)

1. Navigate to <http://nye.nv.safeschools.com/login>.
2. To log in to SafeSchools, enter your username, which is your FirstnameLastname (no space):
 - **i.e. JohnSmith**
 - Click **Log In**
3. You will now be directed to the page that shows your name, position and location. If your information is correct, click **Log Me In!**
4. You will now be directed to the Mandatory Training homepage. Click on the title of any training to get started. Please complete all screens of each training, including the quiz.
5. As you complete each course, note the date on the acknowledgement sheet. When all courses are complete, sign and return only this sheet to the Volunteer Coordinator for verification.

*If you are unable to log in or need assistance, please email the Volunteer Coordinator at shirley@nyecc.info.



As a condition of employment with NCSD, I have completed the SafeSchools mandatory training as follows:

Date Completed / Course Title

- _____ *Custodians only:* Ladder Safety (Full Course)
- _____ Medication Administration: Epinephrine Auto-Injectors (Full Course)
- _____ Bloodborne Pathogen Exposure Prevention (Full Course)
- _____ Conflict Management: Managing the Angry Parent (Full Course)
- _____ Conflict Management: Staff-to-Staff (Full Course)
- _____ Conflict Management: Student-to-Student (Full Course)
- _____ FERPA: Confidentiality of Records (Full Course)
- _____ Sexual Harassment: Staff-to-Staff (Full Course)
- _____ Sexual Harassment: Student Issues & Response (Full Course)
- _____ Sexual Misconduct: Staff-to-Student (Full Course)
- _____ Workplace Bullying: Awareness and Prevention (Full Course)
- _____ Employee Confidentiality Agreement (Policy)
- _____ Policy/Administrative Regulation: 0211/0211R-Safe and Respectful Working/Learning Environment (Policy)
- _____ Policy/Administrative Regulation: 0212/0212R-Prevention of Sexual Misconduct Toward Students (Policy)
- _____ Policy/Administrative Regulation: 0223/0223R-Tobacco and Tobacco Products (Policy)
- _____ Policy/Administrative Regulation: 0441/0441R-Code of Ethical Standards (Policy)
- _____ Policy/Administrative Regulation: 5556/5556R-Internet and School Network Acceptable Use (Policy)
- _____ Personnel Policy/Administrative Regulation: 6110/6110R-Title IX-Employees (Policy)
- _____ Personnel Policies/Administrative Regulations: 6142/6142R-Ethical Standards, 6143/6143R-Staff Conduct, and 6143(a)R-Employee Code of Conduct (Policy)
- _____ Student Policies/Administrative Regulations: 7510/7510R-Corporal Punishment, 7561/7561R-Aversive Intervention/Restraint of a Pupil with a Disability, and 7662/7662R-Reporting Child Abuse/Child Protection (Policy)
- _____ Policy Acknowledgment Form (Policy)

I further acknowledge:

- I am responsible for complying with **all** Nevada State Laws and **all** NCSD policies and regulations.
- I understand that **all** NCSD policies and regulations may be found at www.nye.k12.nv.us.
- I am responsible for reading **all** NCSD policies and regulations.
- I am responsible for staying updated on **all** NCSD policies and regulations.

I understand that my failure to comply with Nye County School District Policies and Administrative Regulations may result in disciplinary action, up to and including termination. If I have questions concerning these policies and administrative regulations, I will bring them to the attention of my supervisor, department head, or NCSD's Administration.

Employee Name (Please print) _____ **Work Location** _____

Employee Signature _____ **Date signed** _____