

NYE COUNTY SCHOOL DISTRICT
BACKGROUND CHECK GUIDELINES FOR VOLUNTEERS
Pursuant to NCSD Policy 5563 and Regulation 5563R

All volunteers even if it's a one-time thing must complete a volunteer application and supply a copy of their current driver's license (front and back) and social security card.

Volunteers **do not require fingerprinting** if they have a child or grandchild enrolled in the NCSD **unless they disclose a criminal history.**

If they want to continue the volunteer process they must provide a brief letter of disclosure and the circumstances of what was going on at that time of their life and how they have evolved out of that.

If possible they need to provide a court document that states the outcome of their conviction even if it was dismissed. These potential volunteers **cannot volunteer** until the results of their background check comes back and they are cleared by Michelle Wright or Kyle Lindberg. - 775-727-7743.

Volunteer applicants **that require fingerprinting** are as follows:

1. Applicant **does not** have a child enrolled Nye County School District
2. Applicant is volunteering for coaching, cheerleading, playground aide, the dance squad, crossing guard, or lunch room aide or over-night chaperon.
(Even if they have a child enrolled with NCSD)

Fingerprinting is done through the following locations:

Pahrump: The Volunteer Office, 484 S. West Street – Across from the district offices in room 42 behind the Pre-K building. (for an appointment call 775-727-9970 – Ext 211 ask for April Jackson)

Tonopah: The Nye County Sheriff's Office, Northern Area Command, 101 Radar Rd.

Volunteer applications can be picked up at the Volunteer Office, any school office, and can also be downloaded from our District website <http://www.nye.k12.nv.us>

A copy of your current driver's license (front and back), and your social security card must be attached to the completed application.

Return your application to the school secretary of the school of your choice or the Volunteer Office. Once the application is processed and approved the school and the volunteer will be notified through an email or a phone call and placed on an approved volunteer list with an assigned volunteer pin#. Volunteers must log in and out with their assigned pin# each time they volunteer.

The fingerprinting cards to be used for potential volunteers are the **Adam Walsh fingerprinting cards** provided through the Volunteer Office, the Coalition and the Nye County Sheriff's Office. NCSD does not use any other type of fingerprinting cards.

The cost of fingerprinting is \$29.50. It must be a money order made out to the Department of Public Safety (DPS)

Safe Schools – Volunteers no longer have to complete the Safe Schools training unless specifically requested to by Michelle Wright.

These volunteers usually include AmeriCorps, AARP volunteers or Nye Coalition volunteers who will be placed in the NCSD.

If you have further questions contact:

April Jackson
Director of Volunteer Services
april@nyecc.org
775-727-9970 – Ext 211

Volgistics# _____

NYE COUNTY SCHOOL DISTRICT

Date _____

School Volunteer

School/Teacher _____

NVSOR Check _____

**School Volunteer Application
Private Information**

VOLUNTEER APPLICANTS WHO HAVE A CHILD OR GRANDCHILD ENROLLED IN THE NCSD DO NOT HAVE TO BE FINGERPRINTED UNLESS THEY WANT TO COACH, ARE CHAPARONING AN OVERNIGHT FIELD TRIP or disclose a criminal history

Welcome and thank you for your interest in volunteering for the Nye County District Schools. In an effort to keep our schools safe, we ask that you take a few moments to complete this volunteer application form. **Please return the completed form with two forms of identification photo-copied to the volunteer coordinator (NV driver's license or State Identification Card; and Social Security Card).**

Please Print: (Last) _____ (First) _____ (MI) _____

Phone _____

EMAIL ADDRESS: _____

Mailing Address _____
(Street) (City and State) (Zip Code)

Street Address if different from Above _____

Social Security Number _____ Date of Birth _____

In case of Emergency contact:

(Name) (Relationship to You) (Phone number)

Have you ever volunteered or worked in a school before? _____ Yes _____ No.
If you answered "yes" to the question above, please provide the most recent information below:

(Name of School) (City and State) (Contact Person) (Phone)
What were your responsibilities?

Do you have a child enrolled in a Nye County School? If yes, check here

Child's name (names) and school attending

If you don't have a child currently enrolled in a Nye County School, please provide two references (non-relatives please) who are most familiar with your recent volunteer and or work experience:

(Name)	(Relationship to you)	(Phone)
--------	-----------------------	---------

(Name)	(Relationship to you)	(Phone)
--------	-----------------------	---------

Education: Please circle the highest level complete.

High School: 9 10 11 12

College/University: 1year 2years 3years 4years Degree_____

Do you know how to use the computer? Yes ____ No ____

Do you have other training and skills that may help us to place you in the position you are seeking?_____

Do you have any special skills or talents that you would like to share?

Is there a particular type of volunteer work that interests you? (Circle all that apply):

Reading Sports Arts and Crafts General Homework Assistance

Coaching Cultural Projects Computer Assistance Music Theater

Science Project Teen Discussion Groups Vocal Coach

English as a Second Language ESL (specify language) Math Tutoring

What age groups would you most like to work with? (Circle all that apply)

5 - 7 year olds 8 - 10 year olds 10 - 12 year olds 12 - 14 year olds

Older Students

Please list your school preference:

First Choice _____

Second Choice _____

Are you Bilingual? Yes No

If yes what language(s) do you speak?

Please circle which best describes you (indicate below):

Teacher's Aide/Assistant Office Clerical Assistance Sports/Coaching Events/Concessions

Field Trip Chaperone Homework Assistance Arts and Crafts

When are you available to volunteer? Weekdays Evenings Flexible

Days available: Mon Tues Wed Thurs Fri Sat Sun

VOLUNTEER COMMITMENT AND PROCEDURES

Screening: For the safety of students, all prospective volunteers will be asked to complete a School Volunteer Application and provide identification with a photograph as well as a second form of ID (ex., driver's license, or state identification card 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. All prospective volunteers will be checked against the National Sex Offender Database pursuant to NRS 179D and volunteers who do not have children enrolled in the Nye County School District will be fingerprinted with a full FBI background check run. (See fingerprinting guidelines below) **The current cost of the background check and fingerprinting is \$29.50. A money order is the only way to pay for this and it is made out DPS (Department of Public Safety).**

Fingerprinting policies: Background check guidelines for volunteers

Volunteers will need a background check and fingerprinting if:

- They don't have a child enrolled in the Nye County School District
- They want to volunteer for coaching, chaperoning, field trips, cheerleading, playground aide, or the dance squad.
- Fingerprinting is done through the Volunteer Office on 484 S. West Street in Pahrump or through the outlying schools. Fingerprinting is also done at the NyE Communities Coalition Office.

The finger-printing cards to be used for potential volunteers are the Adam Walsh finger-printing cards provided through the NCSD at the Volunteer Office and the NyE Communities Coalition.

If you have further questions contact April Jackson, Director of Volunteer Services at 775-727-1875 or—at NyE Communities Coalition - 775-727-9970 Ext 211.

Call to make an appointment for fingerprinting.

Volunteer Office hours are M-F 9:30am – 2:30pm

Confidentiality: What you hear and observe about students, families, and staff while volunteering in a school is confidential.

**NYE COUNTY SCHOOL DISTRICT
VOLUNTEER CONFIDENTIALITY AGREEMENT**

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

1. The volunteer acknowledges that in the course of volunteering in the school district, the volunteer has and may in the future, come into possession of confidential information including, but not limited to:
 - a. Student Information
 - b. Personnel Action or other Employee Information
 - c. Departmental Information
 - d. 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 disclosure of confidential information by district volunteers could violate student or employee rights, and that it is unprofessional and unethical. Any volunteer support staff who provides such information, whether properly solicited or not, without first having gotten 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 statement will be signed and dated by the volunteer and volunteer coordinator and is part of the volunteer application kept on file.

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

Volunteer signature

Volunteer Coordinator Signature

Date _____

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 sign in on the district's Volunteer sign-in sheet (red folder in every school office) **every** time they volunteer. Parents are discouraged from bringing younger children to school, but the final decision rests with each school principal.

Child neglect and abuse reporting: School Volunteers are obligated under mandatory child reporting laws to report any suspected child neglect or abuse. Child abuse reporting information is available through the school principal or through your school contact.

Supervision: Volunteers perform under the direction and supervision of school personnel. Volunteers should know and follow school policies and rules.

Communication: If you are unable to make it to school when you are expected, please call the school and leave a message. Similarly, school staff will contact you if your time is cancelled or changed for any unforeseen reason. You may contact Donna Bellina, 727-1875 at in the Volunteer Coordinator's Office for questions or assistance. The office is open M-F 9 a.m. to 2pm on school days.

Background:

Please list any names you have used in the past _____

Please provide name(s) and alias(es) listed in arrest records _____

1. Have you ever been **arrested, charged, or convicted** for issues dealing with Child Abuse or Domestic Violence? Yes _____ No _____.
2. Have you ever been **arrested, charged, or convicted** of a sex or drug related offense classified as either a misdemeanor or felony (jail for a year or more)? Yes _____ No _____.
3. Have you ever been **arrested, charged, or convicted** of a misdemeanor or felony? Yes _____ No _____.
4. Have you ever been the subject of an investigation by a Supervisor and/or Police for a sex or drug related offense or for issues involving child abuse or domestic violence? Yes _____ No _____.

If you have answered yes to any of the above questions, please go to the last page of this application and explain the type(s) of offense(s) and date(s).

If you answered yes to question 4, you must provide a written explanation that will be attached with the application and reviewed by the Human Resources Manager. If necessary, you can write on the back of the last page of this application.

Note: The existence of a criminal record does not constitute an automatic rejection.

I affirm that I have read and understand all the information on this School Volunteer application and that all the information I have provided in this application is true and complete to the best of my knowledge. I understand the Nye County School 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 school volunteer.

I hereby authorize the Nye County School District to obtain information relating to my current and/or previous employment, education, personal history records and criminal history records, including the submission of my fingerprints to the Central Repository for Nevada Records of Criminal History and the Federal Bureau of Investigation for reports on my criminal history.

(Signature)

(Date)

Volunteer Office
Nye County School District
484 South West Street
Pahrump, NV 89048
Telephone: 775-727-1875
FAX: 775-727-7909

COMPLETE THIS FORM IF YOU HAVE HAD ANY ARREST(S), CHARGE(S), OR CONVICTION(S)

NYE COUNTY SCHOOL DISTRICT
PERSONNEL DIVISION
ARREST, CHARGE OR CONVICTION INFORMATION FORM

NAME (Please Print): _____

POSITION APPLYING FOR: _____

Provide information below:

ARREST DATE	ARRESTING AGENCY	ARREST CHARGE	CONVICTION DATE	CHARGE CONVICTED OF	STATUS OF CHARGE	PENALTY IMPOSED
-------------	------------------	---------------	-----------------	---------------------	------------------	-----------------

1. _____

2. _____

3. _____

4. _____

The above information represents a true and correct record of my conviction history. *I understand this information does not automatically exclude me from consideration of employment.*

Date _____

Signature _____

Volunteer Application (con't)

Because we want you to get the most out of your volunteer experience, we want to make sure you are an informed volunteer.

It is at the discretion of the Volunteer Coordinator and the Nye County School District Staff to remove volunteers that are not in compliance with their applications or are not a good fit for their volunteer positions due to breach of confidentiality, improper dress code, poor personal hygiene or failure to disclose criminal history.

Unprofessional behavior towards students, other volunteers or staff are also reasons for removal as a volunteer from our school system.

Remember you are role models for our students and the face of the schools that you represent.

By signing below I affirm that I understand the Nye County School District Volunteer Guidelines and Policies and will adhere to them.

(Signed)_____

(Dated)_____



Fingerprint Background Waiver

As an applicant who is the subject of a Federal Bureau of Investigation (FBI) fingerprint-based criminal history record check for a noncriminal justice purpose you have certain rights which are discussed below.

1. You must be notified by Nye County School District
(*name of requesting agency*) that your fingerprints will be used to check the criminal history records of the FBI and the State of Nevada.

2. If you have a criminal history record, the officials making a determination of your suitability for the job, license or other benefit for which you are applying must provide you the opportunity to complete or challenge the accuracy of the information in the record. You may review and challenge the accuracy of any and all criminal history records which are returned to the submitting agency. The proper forms and procedures will be furnished to you by the Nevada Department of Public Safety, Records Bureau upon request. If you decide to challenge the accuracy or completeness of you FBI criminal history record, Title 28 of the Code of Federal Regulations Section 16.34 provides for the proper procedure to do so:

16.34 - Procedure to obtain change, correction or updating of identification records. If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

3. Based on 28 CFR § 50.12 (b), officials making such determinations should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.

4. You have the right to expect that officials receiving the results of the fingerprint-based criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal or state statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

5. I hereby authorize Nye County School District (name of requesting agency), to submit a set of my fingerprints to the Nevada Department Public Safety, Records Bureau for the purpose of accessing and reviewing State of Nevada and FBI criminal history records that may pertain to me.

In giving this authorization, I expressly understand that the records may include information pertaining to notations of arrest, detentions, indictments, information or other charges for which the final court disposition is pending or is unknown to the above referenced agency. For records containing final court disposition information, I understand that the release may include information pertaining to dismissals, acquittals, convictions, sentences, correctional supervision information and information concerning the status of my parole or probation when applicable.

6. I hereby release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada, its officer(s), agent(s) and/or employee(s) who conducted my criminal history records search and provided information to the submitting agency for any statement(s), omission(s), or infringement(s) upon my current legal rights. I further release and promise to hold harmless and covenant not to sue any persons, firms, institutions or agencies providing such information to the State of Nevada on the basis of their disclosures. I have signed this release voluntarily and of my own free will.

A reproduction of this authorization for release of information by photocopy, facsimile or similar process, shall for all purposes be as valid as the original.

In consideration for processing my application I, the undersigned, whose name and signature voluntarily appears below; do hereby and irrevocably agree to the above.

Applicant's Name:
PLEASE PRINT

--	--	--

Last Name

First Name

Middle

ADDRESS:
PLEASE PRINT

Applicant's Signature:

Date:

Submitting Agency:

Nye County School District

Address:

484 S. West St.

Pahrump, NV 89048

Agency Representative:
PLEASE PRINT

Wright,

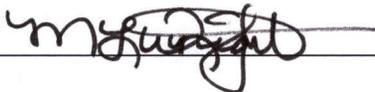
Michelle

Last Name

First Name

Middle

Agency Representative Signature:



Date:

**NYE COUNTY SCHOOL DISTRICT
VOLUNTEER INTERNET ACCESS AGREEMENT**

As a condition of my right to use the NCS D network and access to the Internet or any other public network for the _____ academic year, I understand and agree to the following:

1. I will follow all the guidelines and regulations of Administrative Regulation 5556, NCS D's Computer Network and Internet Acceptable Use.
2. The use of the NCS D network and access to the Internet or any other public networks is a privilege which may be revoked by the NCS D at any time for abusive conduct or violation of any of the conditions of use set forth herein, in Administrative Regulation 5556, or in future written, electronic or web-site based directions, policies, regulations and guidelines that may be developed during this academic year. NCS D reserves the right to regulate time and access of personal use.
3. NCS D has a right to review and monitor any material created, stored, transmitted or received via the NCS D network or access thereof to the Internet or other public network. NCS D has the right to remove any material which the District, in its sole discretion, believes may be harmful to minors, obscene, pornographic, abusive, unlawful or otherwise objectionable, and I hereby waive any right of privacy which I may otherwise have in and to such material.
4. NCS D will not be liable for any direct or indirect, incidental or consequential damages due to information gained, created, transmitted and/or obtained via use of the NCS D network or access thereof to the Internet or other public networks. Information and services contained on the Internet and other public networks in no way are intended to reflect the beliefs or philosophy of NCS D, nor are they intended to refer to, or be applicable to, any specific person, case or situation.
5. NCS D does not warrant the functions of its network or any of the networks accessible through NCS D access will meet any specific requirements I may have, will be error free or uninterrupted, nor shall NCS D be liable for any direct or indirect, incidental or consequential damages (including lost data, information or profits) sustained or incurred in connection with the use, operation or inability to use NCS D's network or access.
6. In consideration for the privilege of using the NCS D access and network, I hereby release the NCS D, its staff, administrators, operators and any other institutions with which they are affiliated from any and all claims and damages arising from my use or inability to use NCS D's network or access, including, without limitation, the types of damages identified in paragraphs 4 and 5 above.

I have read the above Network and Internet Access Agreement and the attached District Policy and Administrative Regulation and agree to abide by their provisions. I agree that violations of these agreements and regulations may result in the revocation of my network access and related privileges. I also agree that failure to abide by this agreement may result in severe disciplinary action up to and including possible termination (pursuant to applicable negotiated agreement).

Volunteer Name: _____ Location: _____

Volunteer Signature: _____ Date: _____

Address: _____

Home Phone: _____ Work Phone: _____ Ext: _____