



Draft as of 8/22 to be revised as needed

CCSD Volunteer Info for JT

Regulation 4100: Relationships, Interactions, and Communications Between District Employees or Representatives/Volunteers and Students	Regulation 4100 governs fingerprinting of volunteers and appropriate interactions with children. Volunteers must be fingerprinted if they will have contact with students. Regulation 4100 also defines appropriate and inappropriate interactions with students and it establishes rules for electronic communication with students, procedures for reporting inappropriate behavior, and consequences for violating Regulation 4100.
--	--

A volunteer badge issued by the Clark County School District based on legislation SB 287.

The process is as follows:

- a. The volunteer must complete the volunteer application as described in the [Volunteer & Representative Application Guide](#) and be approved and receive a District badge from the Human Resources Division.
- b. The volunteer applies in [Taleo](#).
- c. When the application is complete, the principal will be emailed a notice. The principal may approve or deny the volunteer.
- d. Approved volunteers are then processed by the Human Resources Division and notified to come to the Human Resources Division for fingerprinting.
- e. Once fingerprints are cleared, the volunteer will receive their badge and will be available to volunteer.
- f. There must be a procedure to ensure that the volunteer has watched the [Protect Our Children Video](#) and the [Child Abuse and Neglect Video](#), and signed an acknowledgement that they have watched the videos.

The law also requires volunteers who will or are likely to have contact with pupils to submit for fingerprinting and background checks, to the district, upon application for service and every five (5) years. This was not a district-initiated decision. These procedures have been established in order to comply with SB 287.

Instructions for badging for new volunteers use below link:

<http://ccsd.net/community/protect-our-kids/>

Renewal Yearly for an updated sticker for those who have a badge:

All volunteers must view the mandatory videos and acknowledge that they understand expectations for appropriate interactions with students before starting their service.

o Badged volunteers may be issued the renewal sticker for their badge upon completion of the training.

All volunteers must view the mandatory videos and acknowledge that they understand expectations for appropriate interactions with students within ten (10) business days of

Draft 8/22 and to be revised as needed.



Draft as of 8/22 to be revised as needed

starting their service.

- “Protect Our Kids” Regulation/Policy 4100 Training
- Child Abuse and Neglect Training
- Volunteers complete training prior to beginning service.
- Badged volunteers may be issued the renewal sticker for their badge upon completion of the training.
- Volunteers who have already received a renewal sticker for the 2025-2026 school year and CCSD employees that have already completed the required videos as part of their mandatory employment training may volunteer but will sign in at the office and complete the medical questionnaire
 - Volunteers must be scheduled to come in to volunteer

At JT volunteers will be permitted after being badged to the following:

- Copy & prepare materials
- Assist with bulletin boards
- Organize classroom materials
- Plan and organize celebrations
- Assist with supervision of students at lunch and/or recess with staff
- Attend field trips as a chaperone
- Assist teacher in the classroom

At JT Visitor/Presenter will be permitted to:

- Planned presentations that support JT student achievement & Social Emotional Learning
- Planned events with info for students
- Support staff and with professional development