

## **VOLUNTEERS**

### 1. Purpose

The Lyon County School District recognizes that there are benefits to students and staff when members of the community become involved in the District's programs and services on a volunteer basis. Individuals have an interest in assisting public agencies by applying their knowledge, skills, and experience to a worthwhile endeavor. Also, the community and the District may receive enhanced services because of the individual's specialized skills and commitment. Using volunteers is a true win-win situation for those willing to volunteer for the District and the community.

Volunteers may be involved in the operations of the school district, working with students or performing tasks not involving children. Tasks may include, but are not limited to services in the library, classroom, athletics, music, school plays, or assisting on field trips and similar activities. Regardless of task, all volunteers will be supervised by a District employee.

### 2. Scope

This policy applies to all volunteer activities (including coaching) and volunteer programs at respective school sites conducted on behalf of the District designed to comply with applicable state and federal regulations/laws. As this policy is broad in scope, individual departments may adopt additional specific requirements consistent with this policy to guide the use of volunteers within specific program areas.

### 3. Recruiting, Screening, and Selecting Volunteers

- a. As with employees, the District's ability to meet its goals and objectives is directly related to the skill and ability of volunteers selected. Criteria for selecting volunteers will be at the discretion of school administration and in compliance with applicable state and federal law.
- b. The District prohibits discrimination, harassment, or retaliation directed at volunteers on the basis of any protected class membership.
- c. The recruitment, screening, and selection process will align with the volunteer role's requirements.
- d. Volunteer applicants must complete the District's volunteer application which includes an acknowledgment that the position is not paid and that the position is voluntarily accepted.
- e. The District will promptly address problems associated with the volunteer's performance and/or behavior. However, if problems cannot be corrected, the services of the volunteer may be discontinued.
- f. Specific requirements and confidentiality that apply to employees performing certain job duties apply to volunteers performing similar job duties.

- g. Volunteers must comply with all LCSD Board Policies, state and federal laws, and regulations. Specifically, the Family Educational Rights and Privacy Act (FERPA) and mandatory reporting requirements.
- h. NRS 179A requires organizations which provide care or care placement services to children, elderly persons, or persons with disabilities to conduct background checks through the Central Repository for Nevada Records of Criminal History to determine fitness of employees, volunteers, and persons applying to be an employee or volunteer who have supervised or unsupervised access to children, elderly persons, or persons with disabilities.
- i. All volunteer coaches must meet all the requirements set forth in NAC 385B.798 regarding required certifications and courses. See LCSD Board Policy GBAA - Coaching Athletics.
- j. Any volunteer coach under the age of 21 may not volunteer as a head coach or head advisor, and may not have any social contact with students within the program under any circumstances.

#### 4. Managing Volunteers

- a. Volunteers will be covered by the District's Workers' Compensation policy per NRS 616A.130. Volunteers shall receive appropriate oversight for the functions performed including an orientation to the District's policies and procedures, departmental operating procedures, safety practices, and other relevant information.
- b. Day-to-day oversight of volunteers shall be conducted as with employees. Adequate equipment and supplies, as well as a safe working environment, will be provided for volunteers.
- c. The school will maintain detailed and accurate records of volunteers and ensure compliance with all applicable policies.
- d. Volunteers may be reimbursed for pre-approved expenses incurred during service. In addition, the District may provide limited and reasonable benefits, such as school spirit apparel, gifts, food, etc. which do not imply employment status.
- e. Volunteers will not perform the primary duties of certified educators, but may reinforce skills taught by certified educators.
- f. Volunteers will not provide transportation to students in their personal automobiles for any school sponsored activities.
- g. Volunteers serve at the pleasure of the District and are subject to dismissal at any time with or without cause.

#### 5. Volunteer Status

Volunteers are not employees of the District and are not eligible for compensation, paid leave, unemployment benefits, or other employee benefits. Nothing in this policy creates an employment relationship or contract with volunteers.

6. Planning for Volunteer Programs

Prior to implementing a volunteer program, school administrators or applicable staff will develop a written plan for utilizing volunteers.

a. The plan will include:

- A needs assessment and a statement outlining how volunteers will be used to meet these needs;
- Volunteer assignment descriptions; and
- A statement describing how and by whom volunteers are overseen.

b. The plan may include:

- A budget for any personnel costs, operating costs, and direct and indirect costs.
- A program to recognize and reward volunteer services.

References: NRS 179A, 385B.798, 391, and 616A.130