

Guide for Administrators
Procedures for CCSD Representatives/Volunteers Related to Fingerprinting and Background Checks
Frequently Asked Questions (FAQs)

Q1: What prompted this change?

A: CCSD must comply with **Senate Bill (SB) 287**, a state law passed during the 2017 Legislative Session. This new bill requires that CCSD representatives/volunteers have a cleared background check through Human Resources prior to beginning the experience/service as a representative/volunteer with regular **OR** unsupervised contact with students and every five (5) years thereafter.

Q2: What is a CCSD representative/volunteer?

A: Under CCSD Policy/Regulation 4100, a CCSD representative/volunteer is defined as any person, 18 years of age or older, who performs services for, acts on behalf of, or otherwise represents CCSD in any capacity, or who, through his/her participation in CCSD activities, events, programs, or other business, is reasonably viewed by the public as an employee, agent, or representative of CCSD. A volunteer is someone who performs a service at CCSD schools and/or events, regardless of compensation or benefit.

Q3: Are there examples of those requiring and those not requiring clearance?

A: Examples of CCSD representatives/volunteers requiring clearance prior to beginning the experience/service include, but are not limited to, athletic trainers, volunteer coaches*, student interns, practicum/field experience students, parent/community volunteers, tutors, chaperones, and third-party contractors/vendors that the district has hired to provide services in a school (e.g., social workers, occupational therapists, physical therapists, sign language interpreters, etc.). Parents or other classroom volunteers who have either unsupervised **OR** regular contact with students, "regular" is defined as four (4) times per month, are also required to be cleared by Human Resources prior to beginning their service.

Some examples of CCSD representatives/volunteers who do not require clearance (as long as they are not likely to have unsupervised **OR** regular contact with students) are guest speakers/presenters, observation students, PTA members who are doing PTA business but do not have either unsupervised or regular contact with students, and parents dropping off items to their child/children.

Q4: What condition(s) must be met to determine whether or not Human Resources must first clear a CCSD representative/volunteer?

A: SB 287 and CCSD Policy/Regulation 4100 require that a CCSD representative/volunteer have a cleared background check through Human Resources prior to beginning the experience/service if **either** of the below conditions are met:

- 1) He/she is likely to have "unsupervised" contact with students, even once, or
- 2) He/she is likely to have "regular" contact with students (at least four (4) times per month).

Q5: What does "regular" contact mean?

A: Although "regular" is not defined in Nevada law, it is generally understood to mean recurring, attending, or functioning at fixed, uniform, or normal intervals. For example, a parent volunteer who has contact with students four (4) times per month will fall under the definition of "regular."

Q6: What does it mean to be "cleared by Human Resources?"

A: CCSD representatives/volunteers requiring clearance from Human Resources must complete the below four (4) steps in order and prior to beginning the experience/service (these items can also be found at ccsd.net/protectourkids):

- 1) Complete the brief CCSD Representative/Volunteer Application via SearchSoft, the District's online applicant tracking system.* The application must be finished prior to completing any other steps.
- 2) Fingerprint with CCSD Police Services located in Human Resources.
- 3) Have a cleared background check.
- 4) Receive a CCSD identification badge issued by Human Resources. School, department, contractor/vendor badges may not be used in lieu of the CCSD identification badge.

*Volunteer coaches must complete the Substitute Coach Application, as additional checks are required.

Q7: What about those who have volunteered for years with no problems? Can this be only for new volunteers?

A: As all administrators are aware, increasing parent and community engagement is a district wide goal and an area of focus laid out by the Board of School Trustees and the Superintendent. We value and appreciate the work that our representatives/volunteers do in our schools and at our events. This is not a decision made by the District; we must comply with SB 287, which does not allow us to institute a “grandfather” clause. We apologize for any inconvenience and hope that our volunteers will continue to work with us to support our students.

Q8: Is there a fee for being fingerprinted and who pays?

A: There is a \$60.00 fee that must be paid prior to coming to Human Resources to be fingerprinted. The representative/volunteer must pay the fee unless the organization/entity or the school offers to pay the fee. Unfortunately, the District is not able to cover the cost or waive the fee. Please know that these fees are used to cover the costs of the background checks; the District does not profit from the fees that representatives/volunteers pay for background checks. The district is exploring possible donations to secure funds for volunteers who are unable to pay the \$60.00 fee.

Q9: How will administrators know Human Resources has cleared a CCSD representative/volunteer?

A: Once cleared, CCSD representatives/volunteers will be given an official CCSD identification badge issued through Human Resources that must be worn at all times. Badges must be renewed every year, however, this process will only need to be repeated every five (5) years.

Q10: How will CCSD representatives/volunteers know if/when they are cleared?

A: Human Resources will review the background check once it is returned as quickly as possible. Once this review is completed, the representative/volunteer and CCSD administrator will receive an email regarding his/her status. Those cleared will be asked to come to Human Resources and receive a CCSD identification badge. CCSD representatives/volunteers who have regular or unsupervised contact with students cannot be on campuses without a CCSD badge issued by Human Resources.

Q11: There are several volunteer coaches who have unsupervised or regular contact with students on my campus, depending on the season. How can I ensure these representatives/volunteers are cleared?

A: Once cleared, CCSD representatives/volunteers are given an official CCSD identification badge issued through Human Resources and are told that they must wear it at all times. Badges must be renewed every year, however, this process will only need to be repeated every five (5) years.

Administrators, teachers, and coaches allowing CCSD representatives/volunteers to have unsupervised or regular contact with students without ensuring the proper clearance shall be subject to discipline.

Q12: How long will this process take?

A: Much of that depends on the representative/volunteer. On average, completing the application takes between 15-35 minutes. Fingerprints are typically returned within 6-10 business days from being submitted, which may be extended during heavy volume periods. Additional time will be needed if the representative/volunteer has a criminal history.

Please send any prospective CCSD representative/volunteer names to your assigned HCM director so that he/she can monitor and assist in making the process as smooth as possible.

Q13: Where can I find detailed application and fingerprinting instructions to share with a prospective representative/volunteer?

A: Attached to the end of this FAQ are detailed directions for completing the CCSD Representative/Volunteer Application. These directions will also be posted in the “Human Resources Assistance” icon within InterAct (InterAct > Desktop > Human Resources Assistance) and the Protect Our Kids website (ccsd.net/protectourkids).

Q14: Can CCSD accept background checks completed by other agencies or groups?

A: No. Per SB 287, the fingerprints must be submitted "to the school district." Under that law, CCSD will not accept background checks completed by other agencies or groups. All fingerprinting must be completed with CCSD Police Services. Those who have been fingerprinted by CCSD Police Services within the past six (6) months do not need to re-fingerprint.

Q15: Can the fingerprint clearance be waived if the CCSD representative/volunteer has other types of clearance that requires fingerprinting (e.g. Sherriff's Card, Government Identification, Military clearance)?

A: No. SB 287 requires the district to secure all fingerprinting and background checks for CCSD representatives/volunteers. CCSD Police Services must fingerprint all CCSD representatives/volunteers. The only exception would be if he/she has been fingerprinted with CCSD Police Services within the past six (6) months. Human Resources will verify previous fingerprinting dates.

Q16: Can CCSD representatives/volunteers begin their experience/service while waiting for the background check to be returned?

A: No. CCSD representatives/volunteers may not begin their experience/service until fully cleared by Human Resources. Once the background is returned, Human Resources will work as quickly as possible to notify the representative/volunteer and the CCSD administrator.

Q17: What additional situations (e.g., school/campus activities, school-sponsored events, etc.) would require prior clearance?

A: In collaboration with the Attorney General's Office and the State, several CCSD divisions and departments are working together to provide as much clarity and guidance as possible for all stakeholders. This document will continue to be updated as additional situations arise. The examples below do not represent an inclusive list. Please check with your HCM director for any additional questions.

SB 287 Fingerprinting and background check requirements apply to:

1. CCSD employees and/or CCSD volunteers who are likely to have unsupervised contact with students or regular contact (at least four (4) times per month) with students.
 - a. This includes all on-campus and off-campus school-related activities such as official school events, athletics, field trips, and extracurricular activities.

SB 287 fingerprinting and background check requirements apply to on-campus activities with contracted vendors over which CCSD has control, such as:

1. Tutoring services after school
2. Community agencies/programs that serve our students on campus
3. Governmental agencies/programs that serve our students on campus
4. Vendors that supply us with contracted employees such as occupational and physical therapists, sign language aides, social workers

SB 287 fingerprinting and background check requirements do not apply:

1. When CCSD employees and/or CCSD volunteers **do not** have unsupervised contact with students or regular contact with students.
2. Off-campus activities held by groups that are completely independent over which CCSD has no control, such as a charity event, off-campus Three Square event, Sea Camp, Camp Pali.
3. On-campus activities held by groups that are completely independent from CCSD such as a church group, basketball tournament, other groups renting space at a school under CCF-410.

Further examples of the application of SB 287 Fingerprinting and background check requirements:

1. PTA events
 - a. SB 287 applies to an event held during the school day on campus involving students where unsupervised contact with students or regular contact with students is likely to occur.
 - b. SB 287 would not apply to an after school event such as a PTA carnival solely controlled by PTA.
 - c. SB 287 would not apply to a parent meeting taking place in a school after school hours.

2. Safekey
 - a. SB 287 would not apply to Safekey because it is an outside entity; Safekey solely controls the activity, and accesses the school through the Open Doors Open Schools Agreement.
3. School Organization Team (SOT)
 - a. SB 287 would not apply to an SOT meeting held in a school after school hours.
 - b. SB 287 would apply to SOT team members who are present in school during school hours who are likely to have unsupervised contact with students or regular contact with students.

Please contact your Human Capital Management Director for additional questions and/or information.