

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

Q1: What changed during the legislative session regarding fingerprinting volunteers?

A: During the 2019 legislative session, SB 185 was passed which revised and clarified the definitions of volunteers and expectations for who must complete a background check. Under SB185, only volunteers who will have “unsupervised contact” with students are required to complete a background check. Volunteers who work or volunteer with an organization that conduct rigorous background checks or who are approved to work with students as part of their professional duties will not be required to submit fingerprints to the CCSD or complete a background check with CCSD, with some limitations and expectations. Volunteers who may have contact with students are not required to complete a background check unless the contact is unsupervised. Incidental contact with students is no longer considered unsupervised contact. Students of a university conducting classroom observations or practicum experiences where the supervising teacher does not leave the room are also not required to complete a background check.

Q2: What does “unsupervised contact” mean?

A: “Unsupervised Contact” is defined as direct contact or interaction with one or more students who are not under the direct supervision of an employee or other person designated by a public school as the person responsible for students. A student is under the direct supervision of an employee or other person designated by a public school as the person responsible for students if the person is in the same room as the student(s) **OR** the person has visual contact with the student(s). If the student(s) are outdoors, they are under direct supervision of the person if they are within 30 yards of the person **OR** the person has visual contact with the student(s).

Q3: Who is considered a CCSD Representative/Volunteer?

A: Under CCSD Policy 4100, a CCSD Representative/Volunteer is defined as a 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.

Q4: Are there examples of those requiring and 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, student, practicum/field experience teachers, tutors, chaperones, and third-party contractor/vendors that the District has hired to provide services in a school (e.g., social workers, physical therapist, occupational therapist, school psychologists, sign language interpreters, etc.). Parents or other classroom volunteers who have unsupervised contact with students 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 contact with students) are guest speakers, presenters, observation students, PTA members doing PTA business who do not have unsupervised contact with students, parents dropping off items to their child/children, parents or other classroom volunteers who are not likely to have unsupervised contact with students or who may have incidental contact with students (e.g., walking to a classroom during passing period, encountering students in the school parking lot, etc.)

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Q5: 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 complete 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. 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.*

Q6: What about people who have volunteered for years with no problems? Can this only be for new volunteers?

A: As all administrators are aware, increasing parent and community engagement is a district-wide goal and an area of focus in the superintendent's Focus 2024 plan. 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 185 and NRS 394, which do 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.

Q7: Is there a fee for being fingerprinted? Who pays the fee?

A: There is a \$55.00 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 no profit from the fees that Representative/Volunteer pay for background checks. The district is exploring possible donations to secure funds for volunteers who are unable to pay the \$55.00 fee.

Q8: How will administrators know Human Resources has cleared a CCSD Representative/Volunteer?

A: Once cleared, CCSD Representatives/Volunteers will be issued an official CCSD identification badge through Human Resources that must be worn at all times. Badges must be renewed annually; however, CCSD Representatives/Volunteers will only need to fingerprint again every five (5) years.

Q9: 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 that status. Those cleared will be asked to come to Human Resources to receive a CCSD identification badge. CCSD Representatives/Volunteers who have unsupervised contact with students may not be on campuses without a CCSD badge issued by Human Resources.

Q10: There are several coaches who have unsupervised 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 will be issued an official CCSD identification badge through Human Resources that must be worn at all times. Badges must be renewed annually; however, CCSD Representatives/Volunteers will only need to fingerprint again every five (5) years.

Q11: How long will the 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 to 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 information that must be investigated.

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Please send any prospective CCSD Representatives/Volunteer names to your assigned HCM Director, in addition to approving the volunteer in SearchSoft, so that he/she can monitor and assist in making the process as smooth as possible.

Q12: Where can I find detailed application and fingerprinting instructions to share with a prospective representative/volunteer?

A: Attached to the end of the FAQ are detailed directions for completing the CCSD Representative/Volunteer Application. These directions are also posted in your Google Drive. From your google account, go to Drive>Shared Drives>Human Resources>CCSD Representative and Volunteer Information. They are also posted on the Protect Our Kids website (ccsd.net/protectourkids).

Q13: Can CCSD accept background checks completed by other agencies or groups? Can the fingerprint clearance be waived if the CCSD Representative/Volunteer has other types of clearance that requires fingerprinting?

A: Yes. There are four conditions and related criteria under which a volunteer who is likely to have unsupervised contact with students is not required to submit fingerprints to the CCSD. A CCSD Representative/Volunteer does not have to submit fingerprints if:

- 1) A federal, state, or local government entity or non-profit entity has conducted a criminal background check through the Federal Bureau of Investigation within the last 6 months and has determined that the volunteer is eligible to interact with students at a school as a volunteer;
- 2) The volunteer is an employee of a federal, state, or local government entity and that entity has determined that the employee is eligible to have unrestricted access to students as part of his/her official duties and it is the policy of the entity to conduct a criminal background check through the Federal Bureau of Investigation;
- 3) An entity approved by the NDE has conducted a criminal background check through the Federal Bureau of Investigation within the last 6 months and has determined that the volunteer is eligible for employment, licensure, or to serve as a volunteer;
- 4) An entity that is not approved by the NDE has conducted a criminal background check through the Federal Bureau of Investigation within the last 6 months and has determined that the volunteer is eligible for employment, licensure, or to serve as a volunteer and the CCSD has determined that the investigation into the volunteers background is as stringent as the investigation conducted by the District.

In each case, the volunteer will need to submit a verification form prescribed by the NDE and/or other documentation or proof that a background check was conducted and met CCSD guidelines.

Q14: 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.

Q15: What additional situations (e.g., school/campus activities, school sponsored events, etc.) would require prior clearance?

A: In collaboration with the Nevada Attorney General's Office and the State, several CCSD divisions and departments worked together to provide as much clarity and guidance as possible to 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 185 Fingerprinting and background check requirements apply to:

1. CCSD employees and/or CCSD volunteers who are likely to have unsupervised contact 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.

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SB 185 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, and social workers.

SB 185 fingerprinting and background check requirements do not apply to:

1. CCSD employees and/or CCSD volunteers who **do not** have unsupervised contact with students,
2. CCSD employees and/or CCSD volunteers who have only incidental unsupervised contact with students,
3. University students present in a school on a limited basis to observe or be observed as part of their course of study and are under the supervision of a teacher or his/her professor at all times when in the classroom.
4. 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, etc.
5. On-campus activities held by groups that are completely independent from CCSD such as a church group, basketball tournament, or other groups renting space at a school under CCF-410.

Further examples of the application of SB 185 fingerprinting and background check requirements:

1. PTA events
 - a. SB 185 applies to an event held during the school day on campus involving students where unsupervised contact is likely to occur.
 - b. SB 185 does not apply to an after school event such as a PTA carnival solely controlled by the PTA.
 - c. SB 185 does not apply to a parent meeting taking place in a school after hours.
2. Safekey
 - a. SB 185 does 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 Organizational Team
 - a. SB 185 does not apply to an SOT meeting held in a school after school hours.
 - b. SB 185 applies to SOT team members who are present in school during school hours who are likely to have unsupervised contact with students.
4. Parent Volunteers
 - a. SB 185 applies to a parent volunteer who is likely to have unsupervised contact with students.
 - b. SB 185 does not apply to a parent volunteers who are in a classroom where the teacher is present or the teacher has visual contact with the students.
 - c. SB 185 does not apply to parent volunteers who assist at lunch or on the playground if a teacher or administrator is within 30 yards of the students or has visual contact with the students.

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