

Fingerprinting Requirements and FAQ's

What is required to volunteer at a Clark County School District School as a result of Senate Bill (SB) 287:

The Clark County School District continues to focus on increasing parent and community engagement as a district wide goal and area of focus expected by the Board of School Trustees and the Superintendent. We welcome and encourage parents, family members, and community members to volunteer in our schools and partner with us in our vision to ensure that all students progress in school and graduate prepared to succeed and contribute in a diverse global society. As required by SB 287, all volunteers who are likely to have or will have “unsupervised” **OR** “regular” contact with students must be cleared by Human Resources.

CLEARED BY HUMAN RESOURCES INCLUDES

These steps must be completed in order and prior to serving on a school campus:

- Notify the school administration that you wish to serve as a volunteer
- Complete the CCSD Representative/Volunteer Application via SearchSoft, the district’s online applicant tracking system
- Volunteer coaches must complete the Substitute Coach Application as additional checks are required
- Human Resources will send an email inviting you to fingerprint after being notified by the school administration
- Fingerprint with CCSD Police Services located in Human Resources after receiving an email
- Have a cleared background check
- Receive a CCSD identification badge issue by Human Resources

VOLUNTEER REQUIREMENTS

This process must be completed for volunteers who are:

- In direct contact with students, if unsupervised **OR** regular
- **Unsupervised:** Contact with students, even one time, outside of the direct supervision of a CCSD employee
- **Regular:** Contact with students, even if always supervised by a CCSD employee, four (4) times or more per month

(Examples are shown in the table below)

REQUIRING CLEARANCE	NOT REQUIRING CLEARANCE
A volunteer who assists in the classroom four or more times per month	A volunteer assisting the school or staff working in the staff lounge, workroom, or office with no direct student contact
Volunteers who supervise the cafeteria and/or playground or other activities during the school day four or more times per month	A volunteer who assists in the classroom fewer than four times per month, as long as they are supervised
Volunteers who work with individual or small groups of students not under direct supervision of an employee	A parent dropping off an item to his/her child
Volunteers who sponsor or supervise student clubs or	A parent administering medication to his/her child
	A volunteer handing out programs at a theater performance

<p>activities</p> <p>Chaperones for field trips who will or are likely to have unsupervised contact with students</p> <p>Student mentors, tutors, and/or coaches</p> <p>College practicum students and student teachers</p> <p>Employees family members that help out in the classroom, during the school day four or more times per month</p> <p>Green Our Planet Farmers</p> <p>Catholic Charities Foster Grandparents</p> <p>Volunteer working a concession stand or ticket booth who will have unsupervised contact with students</p> <p>Contracted occupational therapists, physical therapists, social workers, and sign language aides</p>	<p>after school</p> <p>University observation students who are never unsupervised with children</p> <p>Enrolled CCSD students assisting or volunteering on other campuses</p> <p>Groups or organizations that use our facilities before or after school that parents elect to use and are not required by the school, such as SafeKey, Boy Scouts, Girl Scouts, etc.</p> <p>Outside organizations that parents/students elect to participate in, such as Sea Camp, Special Olympics, Opportunity Village, etc.</p> <p>School sponsored/sanctioned organizations that offer opportunities for students and parents to participate in outside of the school day such as, PTA Carnivals, Three Square service hours, etc.</p> <p>Judges, moderators, and/or facilitators at district-sanctioned events, such as Sun Youth Forum, Speech and Debate tournaments, Science Fairs, Varsity Quiz, etc.</p> <p>Guest speakers, lecturers or community/business organizations that speak to classes or student organizations or are present at career fairs</p> <p>School Organizational Team members who attend meetings on campus afterschool</p>
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Frequently Asked Questions

1. WHY DOES THE DISTRICT REQUIRE THAT VOLUNTEERS BE FINGERPRINTED?

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.

2. HOW DO I APPLY?

1. Go online to complete the application: https://ccsdjobs.searchsoft.net/ats/app_login?COMPANY_ID=MA000239.
2. Submit payment: <http://newfingerprint.ccsd.net/>.
3. Human Resources will send an email inviting you to fingerprint after being notified by the school admimistration.
4. After receiving the email, visit CCSD Human Resources to be fingerprinted: 2832 E. Flamingo Rd., Las Vegas, 89121
5. Return to CCSD Human Resources once notification of clearance is received to take photo and pick up badge.

For detailed instructions, please visit the Protect Our Kids website, www.ccsd.net/protectourkids.

3. IS THERE A FEE AND WHO PAYS?

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. Unfortunately, the District is not able to cover the cost or waive the fee. School may elect to pay 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.

4. WHAT ABOUT THOSE THAT HAVE VOLUNTEERED FOR YEARS WITH NO PROBLEMS, CAN THIS BE FOR NEW VOLUNTEERS ONLY?

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.

5. WHAT IF FINGERPRINTS HAVE BEEN PROVIDED TO OTHER EMPLOYERS OR AGENCIES. IS IT POSSIBLE TO USE THE RESULTS OF PREVIOUSLY TAKEN PRINTS?

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.

6. HOW WILL VOLUNTEERS KNOW WHEN THEY HAVE BEEN CLEARED?

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 to take a photograph and pick up 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.

7. HOW LONG WILL THIS PROCESS TAKE?

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. Volunteers who do not begin by gaining approval of the school principal to volunteer, will not be processed until Human Resources is notified by the school that the volunteer has been approved by the school.

8. WHERE CAN DETAILED APPLICATION AND FINGERPRINTING INSTRUCTIONS BE FOUND?

Detailed directions for completing the CCSD Representative/Volunteer Application are available at all schools. These directions are also available online at the Protect Our Kids website (ccsd.net/protectourkids).

9. WHAT IF I DO NOT HAVE A SOCIAL SECURITY NUMBER?

If you do not have a social security number, contact our Human Resources Division at 702-799-2992, option 2, and they will provide you with an assigned number to put in the social security number field on the application. You can also email at HR_Assistance@interact.ccsd.net.

10. WHAT IF I DO NOT READ OR WRITE IN ENGLISH, BUT WANT TO COMPLETE THE APPLICATION?

You can contact our Human Resources Division's Bi-lingual Support Team at 702-799-5427, option 2 and they will assist you with completion of the application. You can also email at HR_Assistance@interact.ccsd.net.

11. WILL FINGERPRINTS BE PASSED TO IMMIGRATION OR ANY OTHER GOVERNMENT AGENCY?

No, these only go to the agency to verify criminal records. The district does not need to know the immigration status of an applicant. By law, fingerprints will not be used by the district or by school district police for any other purpose than to make sure applicants are safe to work with children and will not be passed to immigration or any other agency by the district.

12. CAN APPLICANTS BEGIN ASSISTING/VOLUNTEERING WHILE WAITING FOR MY BACKGROUND CHECK TO CLEAR?

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.

13. DO I NEED TO BE FINGERPRINTED IF I AM A CCSD EMPLOYEE, SUBSTITUTE TEACHER, OR VOLUNTEER COACH?

NO- you do not need to be fingerprinted if you are a current CCSD employee, substitute teacher, approved volunteer coach and you have a current CCSD badge.

14. WHAT IF I HAVE MORE QUESTIONS?

Please contact your school.