

## Provo City School District Policy Series 5000: Personnel



5630 P1

### Volunteers

#### VOLUNTEER TYPES

Volunteer “A”: Individuals are given supervised access to students within sight of a District employee or in a public space. (5630 F1)

Volunteer “B”: Individuals may be given approved unsupervised access to students. Requires reference checks and a background check paid for by the school/location. (5630 F2 and F3)

Volunteer “C”: Paid volunteers who may be given approved unsupervised access to students. Requires reference checks and a background check paid for by the applicant. (5630 F2 and F3)

#### LIABILITY PROTECTION AND BENEFITS

Volunteers who are properly recognized by the school or by the District and who are performing an approved service as assigned by the school or District are considered employees of the District for the following purposes only, as provided by law:

- Receiving worker's compensation medical benefits, which shall be the exclusive remedy for all injuries and occupational diseases as provided under the Worker's Compensation Act and the Utah Occupational Disease Act.
- The operation of motor vehicles or equipment if the volunteer is properly licensed and authorized to do so. Please refer to district policy 6625 “Private Vehicle Transportation” to see the qualifications for transporting students.
- Liability protection and indemnification normally afforded paid employees of the District.

Volunteers must immediately report to the supervising employee or building administrator any occurrence that may result in a claim under this section.

#### APPROVAL AND SUPERVISION OF VOLUNTEERS

To be an approved school volunteer, an individual must read and sign the Provo City School District Approved Volunteers List. A parent signature on the list allows the parent to serve as an official school volunteer throughout the school year identified on the list.

Volunteers must sign the list each school year. Volunteers for extracurricular athletics must be at least 21 years of age.

Each teacher, coach, or advisor who uses volunteers (“supervising employee”) is responsible for informing volunteers of this policy and gathering their signatures using the Approved Volunteers List. Each Approved Volunteers List should then be maintained at the school’s main office for at least three (3) years. Supervising employees should keep a copy of the list.

Volunteers are selected and approved at the discretion of the supervising employee. The principal should resolve disagreements. Volunteers serve under the supervision of school officials and may not be supervised by other volunteers. The particular services provided by a volunteer, including location, class, students, and duties, are chosen by the supervising employee. Volunteers must follow directives and instruction given by the supervising employee. Volunteering in District schools is an appreciated service, but it is not a right. The District may decline the offer of service of any individual. Volunteers may be directed to cease their activities and leave District property at any time for any or no reason. Under Utah law, volunteers who will be given significant unsupervised access to a student are required to submit to a criminal background check prior to commencing volunteer service. All head coaches and advisors must be paid employees of the District.

#### SCOPE OF VOLUNTEER SERVICES

Once an individual signs the Approved Volunteers List, the scope of the particular volunteer services, including duties, permitted and prohibited activities, and dates and times of service, will be provided by the supervising employee.

Volunteers are subject to applicable school and District policies, rules, and procedures. In general, when interacting with students they must adhere to the same standards of conduct outlined for employees. Volunteers must avoid inappropriate boundary invasions and must be honest and ethical in all their volunteer activities. To the extent possible, a volunteer should never be alone with a student.

Volunteers may help an athletic or extracurricular program on an as needed basis, such as to serve as supervisors during student travel or to assist with a fundraiser. However, volunteers for extracurricular athletics must be at least 21 years of age. Volunteers hold no authority over any aspect of the athletic or extracurricular program, such as student participation or discipline, and may not hold themselves out as coaches/advisors, decision makers, or representatives of the team, group, school, or District.

Volunteers must conduct themselves in a friendly, courteous manner and not show partiality toward any student.

Volunteers must not share or discuss their personal religious or political beliefs with or in the presence of students.

Volunteers who become aware of any potential student disciplinary issue must report the issue to the supervising employee or the building administrator.

Volunteers who use or have access to the District’s technology resources must use those resources appropriately, responsibly, and consistent with District policy.

Legal References:

Utah Code Ann. 53G-11-402

Utah Code Ann. § 67-20-3

Utah Code Ann. § 67-20-4

Utah Admin. Code R37-1-4

Approved:

Revised:

Synopsis:

Background Checks for Non-licensed Employees, Contract Employees, Volunteers, and Charter School Governing Board Members

Limitations of Liability for Volunteer Facilitators Approval of Volunteers

Description of the Fund and its Activities

October 13, 2014

February 12, 2018