



5630 Volunteers



Policy No. 5630

The Provo City School District Board of Education is committed to providing quality education for all students and recognizes the need to use appropriate and available resources to accomplish this goal. Community members, including Provo families, business leaders, and college students, who voluntarily contribute their time and talents to improve and enrich Provo schools are valuable assets. The Board of Education recognizes the many benefits afforded to students through the service of parents, guardians, and other community members who volunteer their time to assist in District activities and programs. The Board also recognizes that its students and employees should have the opportunity to learn and work in a safe environment and that some precautions must be taken regarding the individuals allowed to enter schools and provide volunteer service. Moreover, the Board must comply with state and federal laws and act to ensure the effective management of its programs and facilities. Therefore, this policy is adopted to outline the parameters of volunteer service within the District and to provide guidance to employees approving and using community volunteers.

A “**volunteer**” is a person, whether parent, guardian, or other community member, who donates time and services without pay or other compensation, except those expenses actually and reasonably incurred may be reimbursed as approved by the District.

The work of volunteers will supplement and in no way supplant or replace the work of the professional and/or support staff. Volunteers are not to be left alone with a student or students out of sight of an employee without having completed a background check.



P1 Volunteers

(<http://policies.provo.edu/per5000-series/5630-volunteers/5630-p1-volunteers/>)



Approved

Volunteer Form
(PDF)

(<http://documents.provo.edu/5000/5630F1Volunteers.pdf>)



Download 5630
Volunteers Policy
(PDF)

(<http://documents.provo.edu/5000/5630Volunteers.pdf>)

Volunteers will work at the request of teachers, administrators and other designees.

The development and management of the volunteer program is under the direction of the superintendent and those to whom responsibility is delegated by the superintendent.

Legal References

Synopsis:

Utah Code Ann. § 53A-3-410 (http://le.utah.gov/code/TITLE53A/htm/53A03_041000.htm)

Utah Code Ann. § 67-20-3 Criminal Background Checks on School Personnel
(http://le.utah.gov/code/TITLE67/htm/67_20_000300.htm)

Utah Code Ann. § 67-20-4 Approval of Volunteers Limitations of Liability for Volunteer Facilitators

Utah Admin. Code R37-1-4 (<http://www.rules.utah.gov/publicat/code/r037/r037-001.htm#T4>)

Description of the Fund and its Activities

Approved by Board of Education: October 14, 2014

Provo City School District

Policy Series 5000: Personnel

5630 P1

Volunteers

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.

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. 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 coaches, advisors, and assistants 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 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. § 53A-3-410](#)
[Utah Code Ann. § 67-20-3](#)
[Utah Code Ann. § 67-20-4](#)
[Utah Admin. Code R37-1-4](#)

Synopsis:

Criminal Background Checks on School Personnel
Limitations of Liability for Volunteer Facilitators
Approval of Volunteers
Description of the Fund and its Activities

Approved:

October 13, 2014

5630 F1

- 1) You have read and agree to abide by Provo City School District Policy No. 5630 – Volunteers.
- 2) Volunteers are selected and approved at the discretion of the supervising employee.
- 3) The particular services provided by a volunteer, including location, class, students, and duties to be completed, are chosen by the supervising employee. Volunteers must follow directives and instruction given.
- 4) Volunteering in District schools is an appreciated service, but it is not a right. Volunteers may be directed to cease their activities and leave District property at any time for any or no reason.
- 5) Volunteers who will be given significant unsupervised access to a student are required by law to submit to a criminal background check prior to commencing volunteer service. By signing below, you consent to the District conducting such background check.
- 6) Volunteers are not to be left alone with a student or students out of the sight of an employee without having completed a background check.
- 7) Volunteers hold no authority over any aspect of school or district programs, such as student participation or discipline, and may not hold themselves out as coaches/advisors, decision-makers, or representatives of the District or any team, group, program, or school thereof.
- 8) Volunteers must adhere to applicable school and District policies, rules, and procedures. Volunteers must be appropriate and civil with students and must be honest and ethical in all their volunteer activities.
- 9) Volunteers must not share or discuss their personal religious or political beliefs with or in the presence of students.
- 10) Volunteers who become aware of any potential student disciplinary issue must report the issue to the supervising employee or the building administrator.
- 11) Volunteers must maintain the confidentiality of student records and other information obtained during the course of their volunteer service.
- 12) Properly recognized volunteers performing an approved service as assigned by the school or District may be eligible for worker's compensation in case of an injury received in the course of the volunteer service. They may also be eligible for liability protection and indemnification normally afforded to paid employees of the District.

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