

Volunteer Responsibilities and Expectations

School volunteers are an important part of the educational team and make a significant difference in the lives of students.

Definitions—

“Volunteer” means a person who donates services without pay or other compensation except expenses actually and reasonably incurred as approved by the District. A volunteer may not donate any service to the District unless the volunteer's services are approved by the Superintendent or an authorized designee, and by the District's personnel office.

“Background check” means the process of looking up and compiling criminal records of an individual.

“Reference check” means the process of contacting former employers, to determine whether the volunteer candidate had any employment action or discipline taken against him/her for the physical or sexual abuse of a child.

Responsibilities and Expectations—

Volunteers shall:

1. Have the approval of the school administrator to perform volunteer services under the supervision of an assigned district employee.
2. Submit to a criminal background check if they will be given significant unsupervised access to students in connection with their volunteer assignment.
3. Be the subject of a reference check if they will be given significant unsupervised access to students in connection with their volunteer assignment.
4. Be screened against the sexual offender database, regardless of assignment.
5. Follow the direction of the district employee to whom they have been assigned and conform to all applicable laws, rules, and policies.
6. Keep student information confidential in accordance with the Family Educational Rights and Privacy Act (FERPA).
7. Maintain strict neutrality regarding religion while performing volunteer services for the school in accordance with the district's policy ECF Curriculum Religious Neutrality.
8. Follow all criteria established in the district's Student Travel and Field Trip Policy, if asked to transport or chaperone students during school approved events.

Volunteering is a Privilege Not a Right—

Originally Adopted: Policy 641 in 2016

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Serving as a volunteer in the educational setting is not an entitlement and schools are not required to utilize volunteer services. The opportunity to volunteer may be denied or terminated by school administration if:

- Services are no longer needed
- The presence of the volunteer may be disruptive to the educational environment
- The volunteer fails to follow the direction of a supervisor or to follow applicable laws, rules, and policies.

Immunity from Liability—

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 an employee of the District for purposes of:

1. 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.
2. The operation of motor vehicles or equipment if the volunteer is properly licensed and authorized to do so.
3. Liability protection and indemnification normally afforded paid employees of the District.

[Utah Code § 67-20-3 \(2013\)](#)

[Utah Code § 67-20-4 \(2014\)](#)

[Utah Admin. Rules R37-1-4 \(June 1, 2010\)](#)