



# NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

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**SECTION:** K – School-Community Relations  
**POLICY TITLE:** Volunteers  
**FILE No.:** KB  
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### **1. PURPOSE AND PHILOSOPHY**

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.

### **2. DEFINITIONS**

- 2.1. A "**supervising employee**" is an administrator or teacher employed by Nebo School District who uses volunteers.
- 2.2. A "**volunteer**" is a person, whether parent, guardian, or other community member, who donates time and services without pay or other compensation, except that expenses actually and reasonably incurred may be reimbursed as approved by the District.

### **3. APPROVAL AND SUPERVISION OF VOLUNTEERS**

- 3.1. To be an approved school volunteer, an individual must read and sign the Nebo 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.
- 3.2. Each 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.
- 3.3. Consistent with District policies, volunteers are selected and approved at the discretion of the supervising employee. Disagreements should be resolved by the principal.

- 3.4. 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.
- 3.5. Volunteering in District schools is an appreciated service, but it is not a right, even for parents of District students. 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 except a reason prohibited by law.
- 3.6. 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. In addition, before assigning any individual to a volunteer assignment which would give the individual significant access to a student, the District must conduct a reference check wherein it requests information regarding any employment action taken or discipline imposed for the physical abuse or sexual abuse of a child or student by the individual. The information must be requested from the most recent employer who employed the individual in a qualifying position, which means paid employment that required the individual to directly care for, supervise, control, or have custody of a child. Background checks and reference checks will be conducted in accordance with the procedures outlined in Nebo School District Policy #GCD – Hiring Practices.

#### 4. SCOPE OF VOLUNTEER SERVICES

- 4.1. 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.
- 4.2. 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.
- 4.3. Consistent with Nebo School District Policy #GF – Coaches and Advisors, all coaches, advisors, and assistants must be paid employees of the District. Volunteers may not serve in the position of coach, advisor, or assistant in any extracurricular or athletic organization. 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.
- 4.4. Volunteers must conduct themselves in a friendly, courteous manner and not show partiality toward any student.
- 4.5. Volunteers must not share or discuss their personal religious or political beliefs with or in the presence of students.
- 4.6. Volunteers who become aware of any potential student disciplinary issue must report the issue to the supervising employee or the building administrator.
- 4.7. Volunteers who use or have access to the District's technology resources must use those resources appropriately, responsibly, and consistent with District policy.

#### 5. CONFIDENTIALITY

Under limited circumstances, volunteers may be given access to student educational records in connection with their volunteer services. Student educational records include all names, addresses, records, files, documents, and other materials that contain personally identifiable information on any student, as well as the personally identifiable information itself (including student grades and test

scores). Volunteers must maintain the confidentiality of all student educational records. This means that volunteers may not disclose student records or personally identifiable student information to any person other than the supervising employee or building administrator. Inadvertent access of student educational records must be immediately reported to the supervising employee. Volunteers must never take any confidential information off campus. Failure of any volunteer to maintain the confidentiality of student records may disqualify the volunteer from further service in the District.

## 6. LIABILITY PROTECTION AND BENEFITS

- 6.1. 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:
- 6.1.1. 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 and the Utah Occupational Disease Act.
  - 6.1.2. The operation of motor vehicles or equipment if the volunteer is properly licensed and authorized to do so.
  - 6.1.3. Liability protection and indemnification normally afforded paid employees of the District.
- 6.2. Volunteers must immediately report to the supervising employee or building administrator any occurrence that may result in a claim under this section.

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### EXHIBITS

None

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### 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

Nebo School District Policy #GBN – Employment Background Checks

Nebo School District Policy #GCD – Hiring Practices

Nebo School District Policy #GF – Coaches and Advisors

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### FORMS

Nebo School District Approved Volunteers List

Nebo School District Authorization and Consent for Reference Checks

Nebo School District Consent for Background Check and Ongoing Monitoring

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