

DESCRIPTOR TERM: School – Community Relations	Millard District Policy File Code: 7020 Approved: 06-08-23
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VOLUNTEER SERVICES

A. Purpose

School volunteers are an important part of the educational team and can make a significant difference in the lives of students. The board authorizes the district administration to provide opportunities for schools to receive volunteer services through the school community council, parent teacher organizations, school/business partnerships, senior citizen organizations, and other groups and individuals with an interest in promoting quality education.

B. Definition

1. A “**supervising employee**” is an administrator or teacher employed by Millard School District who uses volunteers.
2. A “**Volunteer**” means any person working under the direction and supervision of a teacher who donates service without pay or other compensation except expenses actually and reasonably incurred and reimbursed by the school district.

C. Responsibilities and Expectations

1. Volunteers shall perform volunteer services under the supervision of a supervising employee and shall have the approval of a school principal or his/her designee. If a volunteer is working with students, the supervising employee is responsible to determine what material the volunteer presents as part of the instructional process.
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.
3. Volunteers are expected to follow the direction of the supervising employee to whom they have been assigned and to conform to all applicable laws, rules, and policies.
4. Failure to follow the direction of a supervisor or to follow applicable laws, rules, and policies may result in dismissal from volunteer service.

5. In the course of volunteering for the Millard School District, volunteers may be asked to deal with confidential information. It is the expectation of the district that volunteers shall keep said information in the strictest confidence. The behavior and academic performances of any child shall not be a topic of conversation except as appropriate with professional staff.
6. Volunteers may be asked to monitor classrooms or other areas in the school for short periods of time under the direction and supervision of school employees. Monitoring shall not amount to substitution.
7. Volunteers who will be given unsupervised access to a student in connection with their volunteer assignment shall submit to a criminal background check as a condition of appointment. Until the background check is complete, the volunteer must remain under the supervised observation of a district employee. Anyone whose record shows a felony or misdemeanor conviction in an area which causes concern for the safety and well-being of students shall not be given unsupervised access to students.
8. Only school staff may discipline students; volunteers should be informed to whom they report discipline problems.
9. Volunteers must conduct themselves in a friendly, courteous manner and not show partiality toward any student.
10. Volunteers who use or have access to the District's technology resources must use those resources appropriately, responsibly, and consistent with District policy.
11. Volunteers must maintain strict neutrality regarding religion while performing volunteer work for the schools.
12. Volunteers may not engage in proselytizing or recruitment activities of any type on school grounds or in conjunction with any school activity.
13. 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 at the school administrator's discretion.
14. All persons interested in providing volunteer services must complete the **Volunteer Orientation and Agreement** document (see attachment).
 - a. Both the volunteer and the school administrator or his/her designee must authorize and sign the volunteer agreement.
 - b. The school administrator or his/her designee will be responsible for providing all volunteers with information regarding assignment,

safety, privacy, security, school policies, and accessible areas within the school.

- c. All information on volunteers will be retained at the district office.

D. 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. 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.

E. Immunity from Liability and Workers' Compensation

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

VOLUNTEER ORIENTATION and AGREEMENT

Name of Volunteer _____ Phone Number _____

School of Assignment _____ Volunteer Assignment _____

Names to Remember

Title	Name	Room/Phone #
Principal		
Secretary		
Media Coordinator/Specialist		

Make sure volunteer is aware of the following:**TOUR OF SCHOOL**

_____ Cafeteria _____ Workroom _____ Library _____ Others:
 _____ Main Office _____ Parking Areas _____ Lounge/Rest Rooms

SCHOOL POLICIES

_____ Dress Code _____ Use of Telephone _____ Parking
 _____ Teacher's Lounge _____ Liability Coverage _____ Sign in/Identification
 _____ Absence Procedures _____ Use of Custodial Services _____ Acceptable Internet Use
 _____ Emergency Procedures _____ Student Records and Privacy _____ Other:

ADMINISTRATIVE APPROVAL

I have provided the above named-volunteer with information regarding their assignment, safety, student privacy, security, school policies, and accessible areas in school.

This volunteer will:

- ☐ Have unsupervised access to students, and as such, the volunteer has been scheduled for a background check with the district office. I will insure that the background check is complete prior to allowing unsupervised access with any student.
- ☐ Not have unsupervised access to students.

Administrator's Signature_____
Date**VOLUNTEER AGREEMENT**

As a Millard School District volunteer, I understand and agree that:

While performing volunteer services on the premises of Millard School District, I will conform to all applicable laws, rules, and policies. In the course of volunteering for Millard School District, I may be dealing with confidential information, and I agree to keep said information in the strictest confidence. I will follow the supervision and direction of the teacher or administrator to whom I have been assigned to perform my volunteer services and activities. Failure to do so may result in the school discontinuing my services.

Volunteer's Signature_____
Date

Cc: Volunteer
District Volunteer Files