

Purpose

The purpose of this policy is to establish standards for volunteer service at George Washington Academy. Volunteers provide valuable support to the school by enhancing educational opportunities, promoting student achievement, and assisting school employees in maintaining a safe, respectful, and effective learning environment.

Definitions

1. “Volunteer” Has the meaning given that term in Utah Code 67-20-2(3) and 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 George Washington Academy (GWA).
2. “Supervising Employee” is an employee of GWA who uses volunteers.
3. “Qualifying Position” Paid employment that requires the employee to directly care for, supervise, control, or have custody of a child.

Policy

1. Volunteers shall perform volunteer services under the supervision of an assigned supervising employee and shall have the approval of the Executive Director or designee to perform such volunteer services.
2. Volunteers are expected to follow the direction of the school employee to whom they have been assigned and to conform to all applicable laws, rules, and policies.
3. In accordance with GWA Policy 280: Criminal Background Check and Reporting of Arrests Policy, GWA volunteers with unsupervised access to students in connection with the volunteer's assignment must submit to a background check as a condition of service. Until the background check is complete, the volunteer must remain under the supervised observation of a supervising employee.
 1. GWA will maintain and continuously monitor background records until such time as the volunteer notifies the school administrator that the volunteer is no longer interested in volunteering or when the volunteer's services are terminated.
4. Approval of Volunteer
 1. A volunteer may not donate any service to any school unless the volunteer's services are approved by the Executive Director or designee using GWA procedures, in accordance with Utah Code Section 67-20-4.
5. Pursuant to 53G-11-410, potential volunteers who have worked for a Qualifying Position employer in the last three years must sign a release authorizing the GWA to contact previous Qualifying Position employers to disclose information regarding any employment action taken or discipline imposed for the physical or sexual abuse of a child or student by the potential volunteer.

6. Pursuant to Utah State Rule 37-1, all GWA volunteers must receive training on unlawful discrimination, workplace harassment, civil rights, suicide prevention, bullying and hazing, confidentiality and appropriate behavior prior to beginning their volunteer assignment.
 1. Training must be reviewed yearly.
 2. Training must be documented
7. Employees covered by the Fair Labor Standards Act must not be allowed to perform duties as described in their position description or as an extension of their employment as a volunteer. Work not requested but "suffered or permitted" is defined as compensable time under 29 C.F.R.785.11.
8. Volunteers are subject to applicable school 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. Except in emergency circumstances, volunteers shall not be alone with a student where the interaction cannot be observed by a school employee or another responsible adult.
9. Volunteers must conduct themselves in a friendly, courteous manner and not show partiality toward any student.
10. Volunteers must not share or discuss their personal religious or political beliefs with or in the presence of students.
11. Volunteers who become aware of any potential student disciplinary issue must report the issue to the supervising employee or the administration.
12. Volunteers who use or have access to GWA technology resources must use those resources appropriately, responsibly, and consistent with school policy.
13. 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 at GWA.
14. Failure to follow the direction of a supervisor or to follow applicable laws, rules, and school policies may warrant termination of volunteer services. School administration retains discretion to approve, deny, suspend, or terminate volunteer service consistent with the needs of the school. Volunteers must not be utilized where their presence is considered disruptive to the educational environment of the school.

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15. Volunteers must immediately report to the supervising employee or appropriate school administrator any occurrence of injury while volunteering.