



**POLICY—700.4—SCHOOL VOLUNTEERS**

	<b>DISTRICT CODE:</b> 700.4	<b>ADOPTED:</b> 12.6.2016
	<b>RESCINDS:</b> IJOE	<b>ADOPTED:</b> 11.14.95

**BOARD POLICY**

1. The Board recognizes that students and schools benefit from the services of school volunteers. Therefore, the Board authorizes the District Administration to provide opportunities for schools to receive volunteer services through parent school support associations/organizations, School Community Council, school/business partnerships, senior citizen organizations, and other groups and individuals with an interest in promoting quality education. Individuals who serve in authorized volunteer programs or who volunteer at the request of a school administrator, teacher, or other employee shall be considered a "volunteer" as defined in Utah Code 67-20—Volunteer Government Workers Act.
2. The Board delegates to the Superintendent and District Administration to establish administrative regulations consistent with this policy, subject to review and approval by the Board.

	<b>ADMIN REG:</b> 700.4-1	<b>APPROVED:</b> 12.6.16
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**ADMINISTRATIVE REGULATION—700.4-1:**

1. The Superintendent's designee shall:
  - 1.1. Provide leadership in planning volunteer services and programs to meet specific goals or purposes identified by the Board of Education and the Administration.
  - 1.2. Maintain records on school volunteerism and report accomplishments to the Board of Education and general public as requested.
  - 1.3. Maintain the volunteer application system and screen applicants for supervised volunteers.
2. The school principal shall be responsible for volunteer programs at the local school. The principal may use the services of a school volunteer coordinator as necessary. The principal and/or school volunteer coordinator shall:
  - 2.1. Use the volunteer resources available through parent organizations, school business partnerships, senior citizens, retired personnel, student volunteers, community volunteers, university students and staff members, and others as opportunity permits.
  - 2.2. Assure that volunteer resources are directed toward goals that have been agreed upon by the faculty, School Community Council, parent school support association/organization, etc.



- 2.3. Maintain appropriate records of volunteer services.
- 2.4. Prepare an annual report on volunteer services for the person assigned to coordinate District volunteer services.
- 2.5. Principals will designate whether a volunteer is supervised or unsupervised volunteer. Principals will contact HR to initiate a criminal background check for unsupervised volunteers.
3. **Supervised Volunteers:** Supervised volunteers will be screened and approved prior to giving supervised volunteer service in schools.
4. **Unsupervised Volunteers:** A criminal background check shall be cleared prior to giving volunteers significant unsupervised access to students.
  - 4.1. Upon receiving a request from the principal, the Human Resources Department shall initiate the background check.
  - 4.2. The potential volunteer shall be fingerprinted and sign a waiver facilitating a search of the FBI criminal records database.
5. **Confidentiality**
  - 5.1. School volunteers may be given access to student educational records in connection with their volunteer services.
  - 5.2. 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.
    - 5.2.1. Inadvertent access of student educational records must be immediately reported to the supervising employee. Volunteers must never take any confidential information off campus.
  - 5.3. Failure of any volunteer to maintain the confidentiality of student records may disqualify the volunteer from further service in the District.

**EXHIBITS**

None

**REFERENCES**

None

**FORMS**

None

*CANYONS BOARD OF EDUCATION*

This online presentation is an electronic representation of the Canyons School District's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent located at 9361 South 300 East Sandy, UT 84070.