

# 510: SGA Volunteer and Visitor Policy

## 1. Purpose:

The purpose of this volunteer policy is to provide the community with an understanding of the school, the educational process and to enhance the quality of education and student achievement. It is intended to enable teachers to increase individualized instruction in the classroom and to enhance teacher effectiveness by providing them more time for educational activities and experiences.

## 2. Policy:

2.1. Volunteers shall perform volunteer services under the supervision of an assigned employee and shall have the approval of SGA Administration to perform such volunteer services.

2.2. 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.

2.3. Volunteers with unsupervised access to a student in connection with the volunteer's assignment will be required to submit to a criminal background check as a condition of service. Until the background check is complete, the volunteer must remain under the supervised observation of a school employee.

2.4. Failure to follow direction of a supervisor or to follow applicable laws, rules, and school policies may warrant termination of volunteer services. The school is not required to utilize volunteer services, and the opportunity to volunteer may be denied for any reason at the sole discretion of school administration. Volunteers must not be utilized where their presence is considered disruptive to the educational environment of the school.

## 3. Procedure:

### 3.1. Definitions:

3.1.1. Volunteer: Has the meaning given that term in [Utah Code 67-20-2\(3\)](#).

3.1.2. Approval of volunteer: A volunteer may not donate any service to the school unless the volunteer's services are approved by the administration in accordance with [Utah Code Section 67-20-4](#).

3.2. All persons interested in providing volunteer services must complete and sign SGA's volunteer paperwork.

3.3. The Executive Director or designee must authorize and sign the volunteer paperwork.

3.4. The school will be responsible for providing all volunteers with information regarding assignment, safety, privacy, security, school policies, and accessible areas in school.

*\*Policy Adapted from Washington County  
Board Approved 12-15-2016  
Updated June 2022, Board Approved 8-15-2022*

[Utah Code Section 67-20-4](#)

3.5. All information on volunteers will be retained at the school where services are provided and will be readily accessible in the Administration Offices if needed.

3.7. Employee Volunteer: 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](#).

#### 4. Student Visitors:

4.1 Visits from students of other schools and states can be a positive experience for both the student and the class. However, if the class load is already large, or the curriculum does not lend to participation, it may not be advisable to accept visitors.

4.2. From time to time, a student may ask their teacher if a friend or relative might come to school as a visitor for a day. Permission to attend school as a visitor is the decision of the classroom teacher and approved by the Administration.

4.3. Student visitors must check in at the front office and be assigned to a student shadow.

4.4. Student visitors are expected to display appropriate behavior on campus and follow all school rules and procedures or they will be asked to leave the premises.

4.5. Former students who have graduated may not visit the school. That may, however, act as a student volunteer.