



VOLUNTEERS AND VISITORS POLICY

PURPOSE:

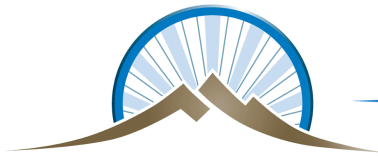
We welcome families and visitors to Promontory School of Expeditionary Learning! In order to maintain the safety and security of our students, all visitors must comply with applicable Utah State Board of Education (USBE) rules, Utah state laws, and Promontory policies and procedures.

To ensure the safety and security of students, the following measures will apply in accordance with Utah law:

- **Entry & Exit:** All visitors must enter through the school's main entrance and report to the front office to check in. No visitor may proceed beyond the office without clearance. Visitors must exit the building through the front office.
- **Visitor Management System:** Promontory shall maintain a visitor management system in accordance with applicable Utah laws and USBE rules, including provisions of R277. Every visitor's government-issued photo identification shall be reviewed through the school's visitor management system prior to being permitted entry into the building.
 - In accordance with applicable Utah laws and USBE rules, visitors without a government-issued photo identification may be admitted at the discretion of school administration following alternative identity verification procedures. Minors without identification must be accompanied by a parent, guardian, or approved school sponsor and comply with all other visitor requirements.
- **Visitor Badges:** Once cleared at the front office, visitors will be issued a visitor badge, which must be visibly worn at all times while on school property. Badges must be returned, and checked out in the front office upon exit.
- **Access Restrictions:** Individuals who do not successfully pass identification review or who refuse to comply with school policy will not be permitted on campus.
- **Supervision:** At no time shall any visitor or volunteer be permitted to be alone with a single student, except for their own child, even if the individual has cleared a background check.

VOLUNTEER SERVICE

Promontory families, board members, and other community members are encouraged to contribute their time and talents to support students and school programs. Promontory



believes that family and community involvement is vital to a successful school and optimal student achievement.

Families who enroll their children in Promontory should do so with the understanding that their involvement is crucial to the success of their child's education and of the school. As such, family members will be invited to put forth their best efforts in contributing volunteer hours at Promontory.

Families are encouraged to contribute 30 volunteer hours per school year. The Parents of Promontory (PoP!) organization serves as the conduit for organizing committees and coordinating family involvement throughout the school. Volunteer opportunities are diverse in nature to accommodate individual circumstances.

VOLUNTEER RESPONSIBILITIES AND EXPECTATIONS

A "volunteer" at Promontory is any person who donates service to the school without pay or other compensation, except for expenses actually and reasonably incurred as approved by school administration.

Volunteers must be at least 18 years old, with exceptions at the discretion of the Director. All volunteers, including board members and non-licensed employees, who spend significant time with students or are unaccompanied by licensed staff must complete a fingerprint-based background check, which must be completed and cleared on an annual basis and kept on file.

Prior to volunteer services, all volunteers must review and sign a volunteer agreement form. This form outlines responsibilities and expectations, including a confidentiality agreement.

Volunteers must adhere to the following expectations:

- Volunteers will perform volunteer services under the supervision or direction of an assigned school employee, PoP! presidency or designee, or board of trustees member and shall have the approval of school administration to perform such volunteer services.
- Volunteers are expected to follow the direction of those to whom they have been assigned and to conform to all applicable laws, rules, and policies.
- In the course of volunteering at Promontory, volunteers may handle confidential information. It is the expectation of the school that volunteers shall keep said information in the strictest confidence. If a volunteer is not clear as to the confidential nature of documents or information, they are expected to ask the supervisor for



clarification.

- In accordance with school and state policy, all volunteers must maintain strict neutrality regarding religion and politics while performing volunteer services for a school.
- The volunteers at Promontory act as role models to our students.-Volunteers are not required to wear the school uniform, yet they are asked to meet the same expectations for students regarding modesty and attire. This request includes all events and adventures.
- If at any point during volunteer service, the assigned school employee, PoP presidency or designee, or board member believes that there is a concern or conflict of interest with the volunteer, they are authorized to remove the volunteer from service for the day. The circumstances leading to the temporary removal of a volunteer from service will be reviewed by the administration, or by the board of trustees as applicable.
 - After reviewing the relevant information, the administration or board of trustees will determine whether the person will be authorized to continue providing volunteer service. Once a determination has been made, the volunteer will be contacted by the administration or a board member to discuss the results of the review.

IMMUNITY FROM LIABILITY

Volunteers performing volunteer services under the general supervision of a school employee shall be immune from liability with respect to any decisions or actions, other than in connection with the operation of a motor vehicle, taken during the course of those services, unless it is established that such decisions or actions were grossly negligent, not made in good faith, or were made maliciously.

WORKERS' COMPENSATION

An approved volunteer is considered a government employee for purposes of receiving workers' compensation medical benefits, which shall be the exclusive remedy for all injuries and occupational diseases as provided by law.

A volunteer must complete the volunteer agreement form and have it on file with the school to receive the medical and liability coverage.