

Volunteers and Visitors Policy

VISITORS

We welcome families and visitors to Promontory School of Expeditionary Learning! All visitors must first report to the school office and sign the visitor's log book. Visitor badges must be worn at all times while in the school. Badges should be returned upon leaving Promontory.

VOLUNTEER SERVICE

Promontory believes that parent involvement is vital to a successful school and optimal student achievement. Parents 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.

Parents/Families are encouraged to contribute 30 volunteer hours per school year. Parent crews serve as the conduit for organizing committees and coordinating parental involvement throughout the school. Volunteer opportunities are diverse in nature to accommodate individual circumstances. Parents will be expected to put forth their best efforts in contributing volunteer hours at Promontory.

Volunteers and non-licensed employees spending significant time with students or time unaccompanied by licensed staff must clear a background check, which will be kept on file. Background checks must be completed and cleared on an annual basis.

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 will perform volunteer services under the supervision or direction of an assigned school employee, parent advisory crew member, 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. Failure to do so may give rise to terminating the volunteer from service.

- If at any point during volunteer service, the assigned school employee, parent advisory crew member, or board member believes that there is a conflict of interest with the volunteer, they are authorized to remove the volunteer from service for the day. The facts leading to temporary removal of a volunteer from service will be reviewed by the board of trustees and administration. After review of relevant information, the board of trustees and administration will determine if the person will be authorized to continue providing volunteer service. Once a determination has been made, the volunteer will be contacted by the director, or the board chair to discuss the results.
- 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. As such, when dealing with sensitive information, volunteers will be required to sign a Promontory Confidentiality Agreement. If a volunteer is not clear as to the confidential nature of documents or information, he/she is expected to ask the supervisor for clarification.
- At no time shall any volunteer be permitted to be alone in a room with a single child, even those volunteers who have cleared a background check.
- In accordance with school and state policy, all volunteers must maintain strict neutrality regarding religion while performing volunteer services for a school.

IMMUNITY FROM LIABILITY AND WORKERS' COMPENSATION

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.

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 fill out the "Approved Volunteer" form and have it on file with the school to receive the medical and liability coverage.

VISITOR/VOLUNTEER UNIFORMS

The volunteers at Promontory, as role models to our students, must meet the same student requirements in regards to modesty and attire. Volunteers are not required to wear the school uniform, yet they are asked to meet the same expectations for students regarding modesty. This request includes all events and adventures.