

Policy Type: Operational Policy

Title: Volunteers and Non-contracted Individuals Policy

Status: Effective

Effective: October 21, 2026

I. Purpose and Scope

Custom Class Charter School (“Custom Class” or the “School”) welcomes family and community participation while protecting student safety, privacy, and instructional time. This policy governs approval, observation, supervision, and access for volunteers, visitors, and other non-contracted individuals in school-directed programs, including virtual activities, Family Service Centers, community locations, and school-sponsored events.

This policy supplements the Professional Standards and Training for Non-licensed Employees and Volunteers Policy. Its specific approval, screening, and supervision requirements are mandatory for covered assignments. It does not regulate ordinary parent-directed learning at home outside a school assignment or establish a right to employment, payment, or continuing access.

II. Definitions

A volunteer is a person authorized to provide unpaid assistance on behalf of the School. A visitor or observer attends for an approved purpose without assuming staff duties. A non-contracted individual is a person without a school employment or service-provider agreement who seeks to observe, assist, or provide services in a school-directed setting. A private arrangement with a family does not itself authorize school access.

III. Family Participation and Observation

Parents and guardians shall have reasonable opportunities to communicate with staff, participate in conferences, receive information about their child’s progress, and request observation or volunteer opportunities. Observations shall be scheduled with the teacher or administrator and arranged to protect instruction, safety, and other students’ privacy. Participation as a parent or visitor does not by itself confer volunteer approval.

Administration shall consider requests involving an IEP, Section 504 plan, disability accommodation, or other legally protected access through the applicable process. This policy

shall not be used to deny a right required by law. Restrictions and alternatives shall be based on the individual request and legitimate operational needs.

IV. Volunteer Approval and Screening

Before service begins, the Executive Director or a representative authorized in writing shall approve each volunteer assignment in writing. A teacher's invitation, parent permission, or completion of training alone is not approval. The volunteer packet shall document identity and contact information, proposed duties and location, supervising employee, screening status, training and acknowledgments, authorized dates, and the approving official.

Administration shall determine the screening required by law and the assignment. Before significant unsupervised access to students, the volunteer shall complete required fingerprint-based criminal background checks, clearance, and ongoing monitoring under applicable Utah law, USBE rules, and the School's background-check policy. Required screening shall not be waived because a person is a parent, friend, or known community member. Supervised attendance at an approved event shall not automatically be treated as an unsupervised volunteer assignment.

Approval shall specify access and supervision limits and be reviewed at least annually and whenever duties or circumstances change. Administration shall maintain the approval record and current roster. Volunteers shall report changes and covered arrests or other events under the School's applicable reporting policy and stated timelines.

V. Training and Conduct

Before beginning duties, volunteers shall receive role-appropriate orientation on professional boundaries, child-abuse reporting, bullying and harassment reporting, confidentiality, student supervision, emergency response, and authorized communications. They shall acknowledge the applicable Employee Code of Conduct and Professional Boundaries Policy, the School's professional standards policy, and other assigned requirements. Specialized tasks require any additional qualification and approval applicable to the task.

Volunteers shall work under the assigned employee's direction, remain within approved duties, and use only authorized areas and accounts. They may not independently transport students, administer medication, use restraint or seclusion, provide clinical services, or access confidential records without separate lawful authorization, training, and safeguards. Approval to volunteer does not authorize these activities.

Volunteers shall promptly report injuries, hazards, boundary violations, or suspected harassment to the supervising employee or an uninvolved administrator. Reports involving the Executive Director may go directly to the Board Chair. Suspected child abuse or neglect must be reported immediately to the appropriate external authority as required by law; internal notification does not replace or delay that duty. Retaliation for reporting concerns is prohibited.

VI. Other Individuals and Visitors

Administration may approve student teachers, interns, university observers, researchers, invited presenters, community partners, and Board members carrying out authorized oversight. Approval shall identify the purpose, supervising employee, duration, and access limits. Formal placements, research, or ongoing services shall require appropriate written arrangements, permissions, screening, and privacy safeguards before access begins.

Individuals with service-provider agreements may access students, information, or facilities only within the authorized scope. Individuals without an agreement or school approval may not begin providing services or observing school activities solely because a parent requests it. Administration shall evaluate requests, including legally required accommodations, before granting or limiting access.

Visitors attending tours, open houses, maintenance visits, inspections, or other legitimate activities shall follow the site's check-in, identification, access, and check-out procedures. Visitors shall be escorted in student areas unless an administrator has approved another documented supervision arrangement. Public Board-meeting attendance and legally authorized official access remain subject to their governing rules.

VII. Virtual Access and Student Privacy

Online observation and volunteer participation require the same approval and privacy protections as in-person access. Participants shall use approved accounts or meeting links and shall not share links, independently contact students, record sessions, take screenshots, or disclose student information without authorization and any required consent. Parent permission concerning one child does not authorize access to other students' records. Accounts and permissions shall end when the assignment ends.

VIII. Administration and Review

Administration may restrict, suspend, or end access for safety concerns, misconduct, failure to meet requirements, or operational needs, consistent with applicable law. The Executive Director shall maintain the volunteer packet, visitor procedures, approval records, and training records and periodically review implementation. Volunteer approval does not itself guarantee liability or workers' compensation coverage; administration shall verify coverage applicable to the assignment.

Related policies include the Professional Standards and Training for Non-licensed Employees and Volunteers Policy; Employee Code of Conduct and Professional Boundaries Policy; Education Employee Required Reports of Arrests and Background Checks for Non-Licensed Employees Policy; Child Abuse-Neglect Reporting Policy; Bullying, Cyber-Bullying, Hazing, Retaliation, and Abusive Conduct Policy; Administrative Data Governance Plan and Student

Data Privacy Policy; Acceptable Use and Electronic Device Use Policy; and applicable safety, transportation, and supervision policies. Controlling law governs any conflict.

Certification

Upon approval, the undersigned officers of Custom Class Charter School certify that this policy was duly adopted by the Governing Board on the date recorded below.

Signature: _____  _____

Matthew J. Middione — Board Chair

Signature: _____  _____

Douglas Reed — Board Vice Chair

Adopted / Effective Date: October 21, 2026

Revised Date: _____

References

Custom Class Board Policies and Agreements

Custom Class Employee Code of Conduct and Professional Boundaries Policy

USB E Rule R277-316 — Professional Standards and Training for Non-licensed Employees and Volunteers

Utah Division of Risk Management — volunteer approval guidance and forms