Policy Number:	**2230**
Dated:	**09/20/2022**

POLICY PROFESSIONAL STANDARDS AND TRAINING FOR NON-LICENSED EMPLOYEES AND VOLUNTEERS

PURPOSE

Non-licensed employees and volunteers are an important part of the educational team and can make a significant difference in the lives of students. These team members provide diverse ways to facilitate and enhance the learning process. The purpose of this policy is to outline best practices professional standards and training for non-licensed employees and volunteers.

DEFINITIONS

1. "Licensed educator" means an individual who holds a valid Utah educator license and has satisfied all requirements to be a licensed educator in the Utah public school system.
2. "Non-licensed public education employee" means an employee of ALA who:
   (a) does not hold a current Utah educator license issued by the Board under Title 53E, Chapter 6, Educator Licensing and Professional Practices Act; or
   (b) is a contract employee.
3. "Volunteer" means someone who may be given significant unsupervised access to children in connection with the volunteer's assignment.

PROCEDURES

1. In accordance with Utah Code Ann. §67-20-4, volunteers shall have the approval of the director to perform volunteer services under the supervision of an ALA assigned employee.
2. Non-Licensed employees will be assigned a licensed educator supervisor.
3. Volunteers and Non-Licensed employees are expected to follow the direction of the ALA employee or supervisor to whom they have been assigned and to conform to all applicable laws, rules, and policies.
4. In the course of their assignments, volunteers and Non-Licensed employees may be asked to work with confidential information. It is the expectation of ALA that volunteers and Non-Licensed employees shall keep this information in the strictest confidence in accordance with Policy 551: SGA PPRA and UT FERPA Policy.

5. Volunteers and Non-Licensed employees who will be given significant unsupervised access to a student in connection with their volunteer assignment shall submit to a criminal background check.
6. Volunteers and Non-Licensed employees who are arrested will report it to the ALA Director within 48 hours.
7. In accordance with Utah Administrative Code R277-316 Professional Standards and Training for Non-licensed Employees and Volunteers, volunteers and Non-Licensed employees shall represent the vision of American Leadership Academy, and follow the ethical behavior defined in ALA polices, including but not limited to: Policy Drug Free Workplace, Policy Faculty Dress Code, Policy Prohibition of Corporal Punishment, Policy Safe Schools, Policy Child Abuse and Neglect Reporting, Policy Code of Conduct and Policy Bullying, Hazing, Retaliation and Abusive Conduct. Failure to follow the direction of a supervisor or to follow applicable laws, rules and policies may give rise to terminating the volunteer from service.
8. Serving as a volunteer in the educational setting is not an entitlement and ALA is not required to utilize volunteer services. The opportunity to volunteer may be denied or terminated by ALA administration where services are no longer needed or where the presence of the volunteer may be disruptive to the educational environment.

UTAH CODE R277-316