



Professional Standards and Training for Non-licensed Employees and Volunteers Policy Merit Preparatory Academy

1. 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.

In accordance with R277-316, the purpose of this policy is to outline best practices of professional standards and training for non-licensed employees and volunteers.

2. Definitions

2.1 “Non-licensed public education employee” means an employee of Merit Preparatory Academy 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.

2.2 “Volunteer” means someone who may be given significant unsupervised access to children in connection with the volunteer’s assignment.

3. Procedures

3.1. 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 a Merit Preparatory Academy assigned employee.

3.2 Non-Licensed employees will be assigned a licensed educator supervisor.

3.3. Volunteers and Non-Licensed employees are expected to follow the direction of the employee or supervisor to whom they have been assigned and to conform to all applicable laws, rules, and policies.

3.4. In the course of their assignments, volunteers and Non-Licensed employees may be asked to work with confidential information. It is the expectation of Merit Preparatory Academy that volunteers and Non-Licensed employees shall keep this information in the strictest confidence in accordance with Policy ? and UT FERPA Policy.

3.5. In accordance with Utah Code 54a-15-1503 all non-licensed employees and volunteers who will be given significant unsupervised access to a student in connection with their volunteer assignment, shall submit to a criminal background check.

3.6. 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.

3.7. Serving as a volunteer in the educational setting is not an entitlement, and schools are not required to utilize volunteer services. The opportunity to volunteer may be denied or terminated by Merit Preparatory Academy administration where services are no longer needed or where the presence of the volunteer may be disruptive to the educational environment.

Board Approved: 1/17/2023