

COMMUNITY RELATIONS: Community Involvement

School Volunteers

I. PURPOSE [Establishment and Objective]

TO ESTABLISH GUIDELINES FOR THE SCREENING, TRAINING, AND MONITORING OF SCHOOL VOLUNTEERS IN BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS).

II. DEFINITION

VOLUNTEER – A PERSON ASSISTING UNDER THE DIRECTION OF A SCHOOL ADMINISTRATOR OR TEACHER WHO OFFERS HIS/HER SERVICES WITHOUT RECEIPT OF MONETARY COMPENSATION. A VOLUNTEER IS NOT A SUBSTITUTE FOR PAID STAFF.

III. RESPONSIBILITIES

A. OFFICE OF COMMUNICATIONS

1. THE OFFICE OF COMMUNICATIONS SHALL BE RESPONSIBLE FOR ADMINISTERING THE SCHOOL SYSTEM'S VOLUNTEER PROGRAM BY DEVELOPING PROCEDURES THAT ENCOURAGE [The Superintendent will establish a program that encourages] the use of volunteers in schools [and offices] to assist staff in activities that support the Board OF EDUCATION OF BALTIMORE COUNTY's vision, policies, and goals. Volunteer program procedures will:
 - a. Support a safe and orderly learning environment through appropriate screening, training, and monitoring of volunteers.
 - b. [Volunteer program procedures will also] Include recognition of volunteers as assets to the school system and as integral to helping develop strong school-community relationships.

B. SCHOOL PRINCIPAL [II. Role of Principal]

1. THE SCHOOL [In order to ensure community involvement, the] principal will inform the local community of opportunities to serve as a volunteer in the school.

2. THE SCHOOL PRINCIPAL SHALL DESIGNATE A SITE-BASED SCHOOL VOLUNTEER COORDINATOR WHO WILL PLAN AND CONDUCT TRAINING SESSIONS FOR VOLUNTEERS IN THE SCHOOL, INCLUDING AN ANNUAL TRAINING SESSION.
3. THE SCHOOL PRINCIPAL SHALL BE RESPONSIBLE FOR REVIEWING EACH VOLUNTEER APPLICATION AND ENSURING THAT EACH VOLUNTEER HAS COMPLETED THE SCREENING PROCESS.
4. The SCHOOL principal or a designee shall be responsible for the operation of a volunteer program in accordance with the [protocols and] procedures established in *The Volunteer Coordinator Manual*.

[III. Definition

A volunteer is defined as a person invited by the appropriate administrator in the school/office to offer his/her services without receipt of monetary compensation as set forth by the requirements of comprehensive liability insurance. A volunteer is not a substitute for paid staff.]

IV. GUIDELINES [Recordkeeping]

A. CRITERIA

1. ANNUALLY, EACH VOLUNTEER MUST COMPLETE THE VOLUNTEER PROGRAM REQUIREMENTS, INCLUDING REQUISITE SCREENING AND TRAINING, PRIOR TO VOLUNTEERING IN A SCHOOL OR AT A SCHOOL-SPONSORED ACTIVITY.
2. VOLUNTEERS MUST BE AGE 21 OR OLDER.

B. VOLUNTEER TRAINING

SITE-BASED VOLUNTEER TRAINING PROGRAMS SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING:

1. PERFORMING VOLUNTEER DUTIES IN THE PRESENCE OF A BCPS EMPLOYEE AND AT THE DIRECTION OF A SCHOOL ADMINISTRATOR AND/OR TEACHER.
2. REPORTING APPROPRIATELY ANY SUSPECTED CASES OF CHILD ABUSE OR NEGLECT.
3. SEEKING IMMEDIATE ASSISTANCE FROM A STAFF MEMBER FOR ANY STUDENT IN CRISIS, IN NEED OF FIRST AID, OR FOR ANY OTHER HEALTH, SAFETY OR WELL-BEING ISSUE.

4. APPROPRIATE BUILDING SAFETY PROCEDURES, INCLUDING THE REQUIREMENT TO SIGN IN AND OUT WITH THE FRONT OFFICE AND TO WEAR IDENTIFICATION AT ALL TIMES.
 5. TREATING STUDENT AND STAFF INFORMATION AS CONFIDENTIAL.
- C. Volunteers are required to sign a time schedule sheet upon entering and leaving the school, office, or program where they are participating in volunteer activities. Volunteer time schedule sheets shall be maintained by schools and offices for the period set forth in the BCPS [Baltimore County Public Schools' (BCPS)] records retention schedule.
- D. A VOLUNTEER MAY NOT BRING VISITORS, CHILDREN, SIBLINGS, OR OTHERS IN THEIR CARE WHEN WORKING IN THE SCHOOL OR WHILE VOLUNTEERING DURING SCHOOL-SPONSORED ACTIVITIES.
- E. THE APPROPRIATE SCHOOL ADMINISTRATOR MAY SUSPEND A VOLUNTEER'S SERVICES AT ANY TIME, WITHOUT NOTICE, FOR ANY REASON.

LEGAL REFERENCES: *ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §4-105, COMPREHENSIVE LIABILITY INSURANCE; DEFENSE OF SOVEREIGN IMMUNITY*
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §4-106, IMMUNITY OF COUNTY BOARD EMPLOYEES, VOLUNTEERS, AND BOARD MEMBERS
ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE §6-106, VOLUNTEER AIDES

RELATED POLICIES: BOARD OF EDUCATION POLICY 1200, COMMUNITY INVOLVEMENT
 BOARD OF EDUCATION POLICY 1210, *RELATIONSHIP WITH PARENT-TEACHER (STUDENT) ASSOCIATIONS*
 BOARD OF EDUCATION POLICY 1240, *VISITORS TO SCHOOLS*
 BOARD OF EDUCATION POLICY 1270, *PARENT AND FAMILY INVOLVEMENT*

BOARD OF EDUCATION POLICY 2352, *HEALTH AND SAFETY*

BOARD OF EDUCATION POLICY 3150, *BOARD INSURANCE PROGRAM*

BOARD OF EDUCATION POLICY 4103, *SUSPECTED CHILD ABUSE, NEGLECT, AND/OR INAPPROPRIATE BEHAVIOR TOWARD A STUDENT BY AN EMPLOYEE OF THE BALTIMORE COUNTY PUBLIC SCHOOLS*

BOARD OF EDUCATION POLICY 6800, *FIELD TRIPS AND FOREIGN TRAVEL*

BOARD OF EDUCATION POLICY SUB SERIES 8360, *ETHICS CODE 8363, CONFLICT OF INTEREST*

[Related Rule: Superintendent's Rule 3150]

Rule

Superintendent of Schools

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