



COMMUNITY RELATIONS: Community Involvement

School Volunteers

I. Establishment and Objective

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's vision, policies, and goals. Volunteer program procedures will support a safe and orderly learning environment through appropriate screening, training, and monitoring of volunteers. 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.

II. Role of Principal

In order to ensure community involvement, the principal will inform the local community of opportunities to serve as a volunteer in the school. The 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. Recordkeeping

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 Baltimore County Public Schools' (BCPS) records retention schedule.

Related Rule: Superintendent's Rule 3150

Rule
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Superintendent of Schools