School Volunteers

I. Purpose

To establish guidelines for the screening, online training and monitoring of school volunteers in Baltimore County Public Schools (BCPS).

II. Definitions

A. 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.

B. School Administrator – School principal or in the absence of the principal, the administrator designated by the principal.

III. Responsibilities

A. Office of Family and Community Engagement

The Office of Family and Community Engagement shall be responsible for administering the school system’s volunteer program by developing procedures that encourage the use of volunteers in schools to assist staff in activities that support the Board of Education of Baltimore County’s vision, policies and goals. The volunteer program procedures will:

1. Support a safe and orderly learning environment through appropriate screening, online training and monitoring of volunteers; and
2. Include recognition of volunteers as assets to the school system and as integral to helping develop strong school-community relationships.

B. School Administrator

1. The school administrator will inform the local community of opportunities to serve as a volunteer in the school.
2. The school administrator shall designate a site-based school volunteer coordinator to monitor and assist volunteers with the BCPS volunteer application and online training process.
3. The school administrator shall be responsible for reviewing each volunteer application and ensuring that each volunteer has completed the screening process.
4. The school administrator shall be responsible for the operation of a volunteer program in accordance with the procedures established in The Volunteer Coordinator Manual.

IV. Guidelines

A. Criteria
1. Annually, each volunteer must complete the volunteer program requirements, including requisite screening and online training, prior to volunteering in a school or at a school-sponsored activity.
2. Volunteers must be age 18 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; and
5. Treating student and staff information as confidential.

C. Volunteers are required to be signed in and out using the visitor identification system protocols upon entering and leaving the school, office or program where they are participating in volunteer activities. Volunteer hours shall be maintained by schools and offices for the period set forth in the BCPS records retention schedule.

D. A volunteer may not bring visitors, children, siblings or others in their care when volunteering in the school or while volunteering at school-sponsored activities.

E. The school administrator may suspend a volunteer’s services at any time, without notice and for any reason.
Legal References: Annotated Code of Maryland, Education Article § 4-105, Comprehensive Liability Insurance Carried by Board
Annotated Code of Maryland, Education Article § 4-106, Immunity from Liability
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 and Offices
Board of Education Policy 1270, Parent and Family Engagement
Board of Education Policy 3150, Board Insurance Program
Board of Education Policy 4103, Child Abuse and Neglect
Board of Education Policy 6800, Field Trips and Foreign Travel Study Programs

Related Rule: Superintendent’s Rule 3710, Identification Badges

Rule
Superintendent of Schools
Approved: 02/09/78
Revised: 05/06/08
Revised: 09/10/13
Revised: 08/20/19