

# POLICY

## SOMERSET COUNTY BOARD OF EDUCATION

<b>Date Submitted:</b> November 20, 1979 <b>Date Reviewed:</b> August 17, 1999 January 15, 2004 February 17, 2004 May 16, 2006 October 16, 2012 December 16, 2014	<b>Number:</b> <b>200-22</b>
<b>Subject:</b>  Volunteer Services	<b>Date Approved:</b> June 15, 1982 February 17, 2004 June 20, 2006 November 27, 2012, January 20, 2015 <b>Effective Date:</b> August 17, 1999 February 17, 2004 June 20, 2006 November 27, 2012, January 20, 2015

### 1. PURPOSE

To establish a policy and procedures for the use of volunteers in the Somerset County Public School System.

### 2. POLICY

The Board of Education of Somerset County supports the use of volunteers in the Somerset County Public Schools. They represent a great asset to the school system not only in terms of the help they give to children and teachers, but also in helping to develop and/or maintain good school community relationships.

- A. Volunteers are not to be used to supplant the work of teachers, but rather to assist teachers in the pursuit of their assignments.
- B. Individual schools will decide the use of volunteers in their building.
- C. Volunteers are covered by the liability insurance of the Board of Education, Section 6-107 of the Education Article, Procedure on Volunteers, Annotated Code of Maryland, clarifies the legal status of volunteers and provides for comprehensive liability insurance.

**3. General Procedures**

- A. A person who wishes to volunteer in the schools should apply directly to the school in which he/she wishes to volunteer services.
- B. Volunteers must work under the guidance of teachers and the school staff.
- C. Volunteers may work in a variety of ways assisting teachers or administrators performing clerical or instructional duties as resource persons.
- D. The major concern of the volunteer should be enabling the child to achieve success.
- E. Volunteers must recognize that professional ethics in dealing with pupil for school information is crucial to the success of the school's program.
- F. Volunteers (as defined in the policy guidelines) will be subject to a system sponsored background check as a security/safety precaution.
- G. A volunteer is expected to:
  - (1) Honor the commitment to volunteer services.
  - (2) Meet School Board health requirements.
  - (3) Maintain open lines of communication with teachers regarding students.
  - (4) Participate in orientation and training programs provided by the school system. Training may vary from school to school according to the duties and needs of the school. Training will also vary depending upon the qualifications of the volunteer.
- H. Each school should maintain a log of time and services which have been donated through volunteers.

**4. SUPPORT SERVICE PROGRAMS BY EXTERNAL VOLUNTEER PROVIDERS**

When a volunteer group wishes to serve our students within Somerset County Public School facilities through an educational or co-curricular program, the group's organizer must:

- 1. Present a written request to the Superintendent (or designee). If the program is approved, the applicant may move to the next step.
- 2. Meet with the building principal or designee to discuss the need, ascertain the match of the intended program with the need of the students, and assess the capacity of the volunteers to provide the program.

Following the meeting with the principal and in consultation with the building staff and supervisors, the building principal or his/her designee:

1. Determines whether the needs of the students can be served through this program. If “Yes,” then, the applicant may move to the next steps.
2. Works with the group to determine an agreed upon process for program referral, monitoring, and evaluation
3. Alerts the Facilities Supervisor to the proposed facility use and directs the group to complete and submit the Facilities Use form (policy #200-13);